

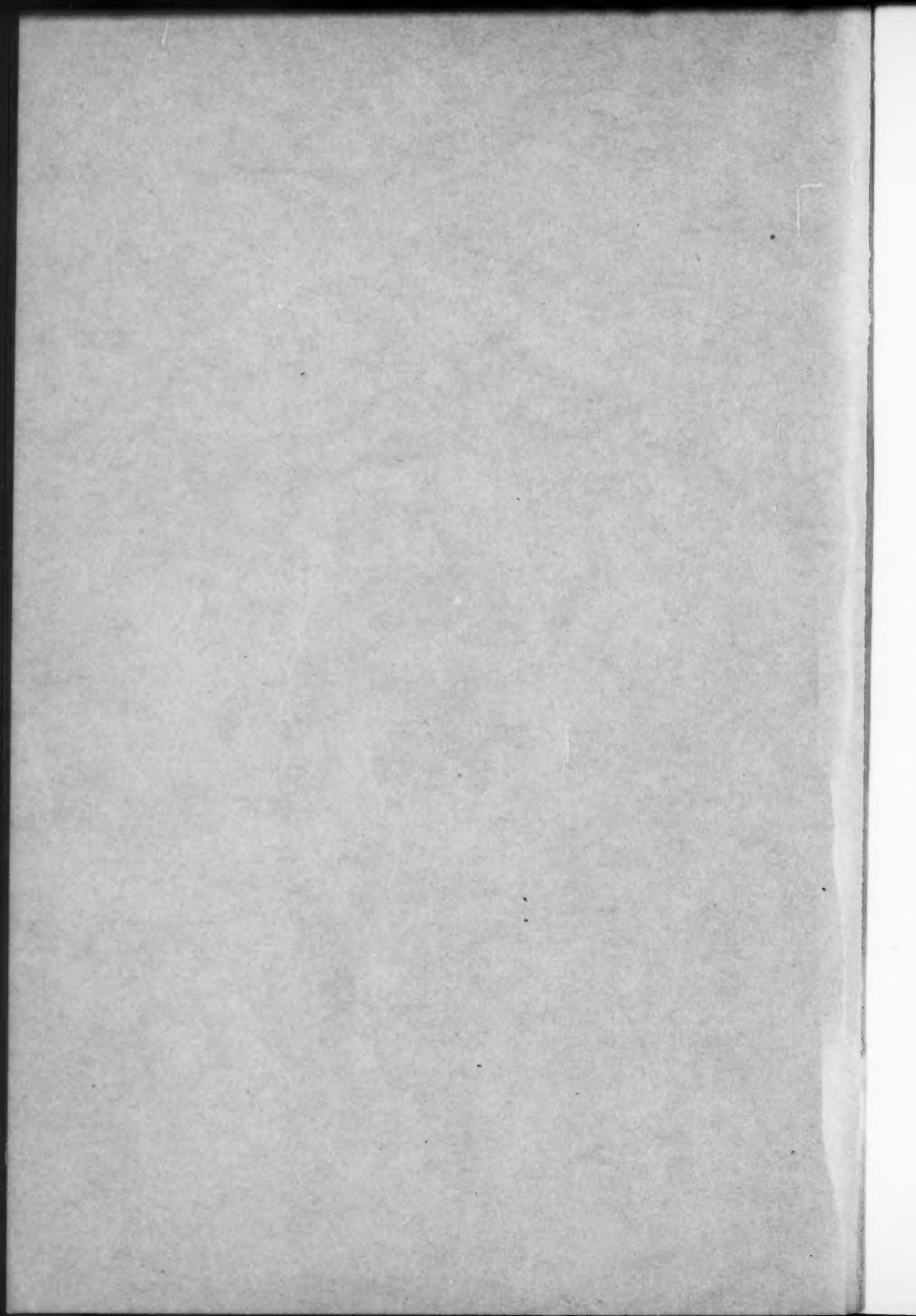
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THE CANADIAN SOCIETY
OF COST ACCOUNTANTS

and

INDUSTRIAL ENGINEERS

YEAR BOOK
1944 — 1945



YEAR BOOK

1944 - 1945

THE CANADIAN SOCIETY OF
COST ACCOUNTANTS AND
INDUSTRIAL ENGINEERS

with which is affiliated

The Cost and Management Institute, Quebec
The Society of Industrial Accountants of Alberta

The Society of Industrial Accountants of
British Columbia

and

The Society of Industrial and Cost Accountants
of Ontario



Secretary-Manager

J. NELSON ALLAN, R.I.A.
66 King Street East, Hamilton
Ontario



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The Canadian Society of Cost Accountants and Industrial Engineers

HISTORY

The Canadian Society of Cost Accountants was incorporated by letters patent of the Dominion of Canada on May 3, 1920, and is subject to the conditions and restrictions contained in the Dominion Companies' Act. On June 10, 1930, the name was changed to The Canadian Society of Cost Accountants and Industrial Engineers under which name it has since functioned. Various Chapters of the Society were organized throughout the Dominion of Canada to provide the members with the opportunity of becoming known to one another, to hold meetings for purposes of hearing addresses on accounting and related subjects and to discuss the many problems peculiar to accountants. In addition the Society publishes a monthly magazine, "Cost and Management", which magazine contains articles on accounting subjects and information relating to the activities of the Societies so that members will be fully informed.

The Society held annual examinations on various accounting subjects for those having the required qualifications and upon the successful completion of such examinations and the submission of a thesis a Certificate of Efficiency was granted. As the Society continued to grow the need was felt that its members should receive greater recognition and that a Degree should be granted that would be recognized throughout the Dominion and place its members on an equal basis with those members of other accounting Societies. One of the restrictions applicable to a Society organized under Dominion Law was that such a Society could not engage in the educational field as such an activity was restricted to organizations incorporated under Provincial law. Therefore, in 1941 application was made to the Province of Ontario and the Province of Quebec for permission to incorporate under Provincial law with the right to issue educational courses and grant a degree to those members who had successfully passed all the requirements. The request in both instances was granted and in Ontario The Society of Industrial and Cost Accountants of Ontario was organized with the right to issue the degree Registered Industrial and Cost Accountant (R.I.A.). In Quebec the Cost and Management Institute was organized with the right to issue the Degree of Licentiate of the Cost and Management Institute (L.C.M.I.). In 1944 application was made to the Legislature of the Province of Alberta and in 1945 to the Province of British Columbia for the same purpose. Permission being granted, The Society of Industrial Accountants of Alberta and the Society of Industrial Accountants of British Columbia were organized with the right to issue the degree Registered Industrial Accountant (R.I.A.).

Although the above Societies have been formed The Canadian Society of Cost Accountants and Industrial Engineers continues actively in existence to serve the Provinces not having individual Societies and to co-ordinate the activities of the various Societies so that a consistent policy is maintained throughout the Dominion. Also, the Canadian Society continues to publish the Society magazine and distributes it to all members regardless of the Society to which the member belongs.

The Society and its affiliated Societies show continued growth and it is anticipated that in the near future additional Societies will be formed in the Provinces not presently being served by a Provincial Society so that

Accountants residing in those Provinces will be able to secure the benefits to be derived from a Provincial Society through the availability of the educational courses and the consequent receipt of a recognized degree upon completion of the necessary requirements.

PURPOSE

The Canadian Society of Cost Accountants and Industrial Engineers and its affiliated Societies, The Society of Industrial and Cost Accountants of Ontario, The Cost and Management Institute of Quebec, The Society of Industrial Accountants of Alberta, and The Society of Industrial Accountants of British Columbia are Societies organized to study the problems of industrial accounting and of related phases of business management. The objects of the Societies shall be to promote and increase the knowledge, skill and proficiency of its members in all things relating to cost and industrial accounting, business organization and management; to develop a full appreciation of the purposes and uses of accounting in industry to encourage the use of sound accounting principles; to contribute towards the improvement and development of technical methods to the end that the cost and accounting functions may become increasingly valuable as a guide to management; to supply its members with information on the most up-to-date methods and to assist them in solving their individual problems; and to advance the profession of Industrial Accountants by granting degrees through its affiliated Societies to qualified members denoting the possession of standard qualifications.

MEMBERSHIP

The Societies comprise fifteen Chapters located throughout Canada with a total membership at April 30, 1945, of Twelve Hundred and Seventy-two. Membership in the Societies is not restricted to any one class or profession. It includes Executives, Accountants, Cost Accountants, Industrial Engineers, Factory and Plant Managers and others to whom the activities and scope of the Societies have a direct appeal.

The membership is of three classes as follows:—

1. **Certificated or Registered Members.** Those members who have completed the prescribed course of study and successfully passed the required examinations, and have satisfied the Educational Committee as to their actual experience.

2. **General Members.** Those members who are actively engaged in or interested in the profession of accountancy but who do not wish to undertake the studies required to become a Registered Member.

3. **Student Members.** Those members who are following the prescribed course of studies leading to Certificated or Registered Membership.

Membership fees are Fifteen Dollars per year payable annually for Certificated or Registered and General Members. (In Ontario, the fee is Twenty Dollars for Registered Members.) Student memberships are Five Dollars per year. In addition there is a special fee for those members residing beyond a reasonable distance from a Chapter of Ten Dollars per year.

SERVICES

Monthly Publication. The publication, "Cost and Management", is issued monthly by The Canadian Society of Cost Accountants and Industrial Engineers and is mailed to all members of the Society and its affiliated

Societies. It contains the technical addresses delivered at various meetings, news of the activities of all the affiliated Societies and articles of interest from outside sources.

Year Book. Published annually by The Canadian Society of Cost Accountants and Industrial Engineers and mailed to all members of the Society and its affiliated Societies. This Year Book contains information as to the by-laws, bills of incorporation and membership of the various Societies, and other items of interest to members.

Chapter Meetings. Meetings are held semi-monthly or monthly by the various Chapters and are directly under the supervision of the Chapter Officers and Directors. The meetings are held for the purpose of having the members become acquainted with each other so that problems of an accounting or management nature may be discussed and a solution arrived at and to hear addresses covering subjects relating to accounting and allied subjects so that a broad knowledge of all phases of accounting shall be available to members.

Reference Library. A Library is maintained by the Society at its head office for the convenience of the members. The books and articles contained therein deal with accounting and related subjects and may be secured on loan by the members on request. A topical index is sent periodically to all members.

Employment Service. This service operates as a clearing house for vacancies and for members seeking employment.

Educational Courses. Educational courses are available through the various affiliated Societies for those interested in increasing their knowledge of Accounting and related subjects. The courses available are fully described elsewhere in this Year Book.

THE CANADIAN SOCIETY OF COST ACCOUNTANTS AND INDUSTRIAL ENGINEERS

OFFICERS AND DIRECTORS 1945-46

President—W. H. Furneaux, R.I.A., Aerovox, Canada, Ltd., Hamilton.

1st Vice-President—R. S. M. Ausman, R.I.A., Gurney Foundry Co. Ltd., Toronto.

2nd Vice-President—J. A. Tupper, R.I.A., Sunland Biscuit Co. Ltd., Edmonton.

3rd Vice-President—J. B. Tennant, R.I.A., Hiram Walker & Sons Ltd., Walkerville.

Honorary Secretary—Chas. P. Dumas, M.C.I., L.C.M.I., Canadian Credit Men's Trust Association Ltd., Montreal.

Honorary Treasurer—Norman Terry, C.G.A., R.I.A., Canadian Sumner Iron Works Ltd., Vancouver.

Secretary-Manager—J. N. Allan, R.I.A., The Canadian Society of Cost Accountants & Industrial Engineers, Hamilton.

Directors—B. B. Puddy, C.A., Reliance Industries Ltd., Belleville; A. P. Bowsher, R.I.A., Pacific Petroleum Ltd., Calgary; T. A. Montgomery, R.I.A., Canadian Utilities Ltd., Calgary; J. B. Whelihan, R.I.A., Northwestern Utilities Ltd., Edmonton; E. G. Charnock, R.I.A., Ogilvie Flour Mills Ltd., Fort William; W. L. McMahon, R.I.A., Hamilton Cotton Company Ltd., Hamilton; J. W. Hammond, R.I.A., Hamilton Hydro Electric System, Hamilton; K. M. Horton, R.I.A., Cosmos Imperial Mills Ltd., Hamilton; R. J. Menary, R.I.A., City of Hamilton, Hamilton; G. D. Seebach, R.I.A., The B. F. Goodrich Rubber Co. Ltd., Kitchener; G. R. Good, R.I.A., Kaufman Rubber Co. Ltd., Kitchener; C. E. Costain, R.I.A., Costain Office Machines Co., London; C. I. Little, R.I.A., Burgess Battery Co. Ltd., Niagara Falls; F. E. Wood, R.I.A., Cost Inspection & Audit Division, Ottawa; A. J. Dolbec, C.P.A., L.C.M.I., Quebec Provincial Government, Quebec; P. L. Duchaine, C.G.A., L.C.M.I., Ludger-Duchaine, Inc., Quebec; R. Query, L.C.M.I., Le Soleil, Limitee, Quebec; M. H. Bacon, L.C.M.I., Consolidated Lithographic Co. Ltd., Montreal; J. J. F. Bancroft, L.C.M.I., Jenkins Bros. Ltd., Montreal; H. W. Blunt, C.A., L.C.M.I., Stevenson, Walker, Knowles & Co., Montreal; P. Kellogg, L.C.M.I., Stevenson & Kellogg, Ltd., Montreal; A. V. Madge, L.C.M.I., Crawley & McCracken Co. Ltd., Montreal; J. B. A. Merineau, C.P.A., L.C.M.I., City of Montreal, Montreal; J. P. Rolland, L.C.M.I., The Rolland Paper Co. Ltd., St. Jerome, Que.; N. S. Verity, C.A., L.C.M.I., St. Lawrence Flour Mills Co. Ltd., Montreal; L. J. Brooks, R.I.A., Brooks, Tyas & Co., Toronto; D. W. Ewles, R.I.A., Copeland-Chatterson Ltd., Brampton; R. S. Kellow, R.I.A., Hinde & Dauch Paper Co. Ltd., Toronto; R. H. Metcalfe, R.I.A., Massey-Harris Co. Ltd., Toronto; H. M. MacDiarmid, R.I.A., Canadian Exporters Association, Toronto; J. E. McKee, R.I.A., The Mutual Life Assurance Co. of Canada, Toronto; C. Warnes, R.I.A., Canadian Kodak Co. Ltd., Toronto; W. J. McCreight, A.C.A., (Ire.), C.A., R.I.A., W. Robinson & Son Converters Ltd., Toronto; M. A. Gilmour, R.I.A., Sweeney Cooperage Ltd., Vancouver; R. McGee, R.I.A., Cost Inspection & Audit Division, Windsor; H. P. Wright, C.G.A., R.I.A., Wright Pounder & Co., Hamilton; A. G. Howey, R.I.A., Mercury Mills Ltd., Hamilton; D. R. Patton, C.A., L.C.M.I., Haskell, Elderkin & Co., Montreal; P. W. Wright, L.C.M.I., Shawinigan Water & Power Co., Montreal; H. M. Hetherington, R.I.A., Viceroy Manufacturing Co. Ltd., Toronto; G. Appleton, R.I.A., Toronto Hydro Electric System, Toronto; K. A. Mapp, F.C.A., R.I.A., Henry Barber, Mapp & Mapp, Toronto.

PRINCIPAL DOMINION OFFICERS OF THE SOCIETY SINCE ORGANIZATION

Year	President	Vice Presidents	Secretary	Treasurer
1910-21	Geo. Edwards, F.C.A.	Jas. Hutchison, C.A.	W. J. Valleau	W. J. Valleau
1921-22	Geo. Edwards, F.C.A.	R. J. Dilworth, F.C.A.	W. J. Valleau	W. J. Valleau
1922-23	Geo. Edwards, F.C.A.	R. J. Dilworth, F.C.A.	W. J. Valleau	W. J. Valleau
1923-24	Geo. Edwards, F.C.A.	R. J. Dilworth, F.C.A.	M. G. Dolan	John Craig
1924-25	R. L. Wright Wm. Carswell, C.A.	{ Wm. Carswell, C.A. R. J. Dilworth, F.C.A. John Craig	Henry Glover	G. H. Houston
1925-26	Wm. Carswell, C.A.	{ R. J. Dilworth, F.C.A. John Craig	S. B. Pecham	G. H. Houston
1926-27	John Craig	{ L. Belanger, L.A. James Turner, C.A.	R. S. Smith	G. H. Houston
1927-28	L. Belanger, C.P.A.	{ James Turner, C.A. R. R. Thompson, C.A.	L. P. Lortie, C.A. (Editor and Manager, W. A. McKague)	G. H. Houston
1928-29	James Turner, C.A.	{ R. R. Thompson, C.A. R. E. Love	G. C. Leroux, C.P.A. (General Secretary, W. A. McKague)	G. H. Houston
1929-30	R. R. Thompson, C.A.	{ S. E. LeBrocq H. E. Guilfoyle, C.A.	G. C. Leroux, C.P.A. (General Secretary, W. A. McKague)	G. H. Houston
1930-31	S. E. LeBrocq	{ H. E. Guilfoyle, F.C.A. W. J. Mundell, C.A.	G. C. Leroux, C.P.A. (General Secretary, W. A. McKague)	G. H. Houston
1931-32	H. E. Guilfoyle, F.C.A.	{ W. J. Mundell, C.A. L. A. Peto	G. E. F. Smith, C.A. (General Secretary, W. A. McKague)	G. H. Houston
1932-33	L. A. Peto	{ W. J. Mundell, C.A. G. H. Houston	G. E. F. Smith, C.A. (General Secretary, W. A. McKague)	G. H. Houston
1933-34	G. H. Houston	{ W. J. Mundell, C.A. R. W. Louthood	A. E. Keen, C.A. (General Secretary, W. A. McKague)	K. A. Mapp, F.C.A.

1934-35	W. J. Mandell, C.A.	{ R. W. Louthood H. P. Wright }	G. T. Bowden, M.C.I. (General Secretary, K. A. Mapp, F.C.A. W. A. McKague)
1935-36	R. W. Louthood	{ H. P. Wright K. A. Mapp, F.C.A. }	G. T. Bowden, M.C.I. (General Secretary, W. M. Lane W. A. McKague)
1936-37	H. P. Wright, R.I.A.	{ K. A. Mapp, F.C.A. G. T. Bowden, M.C.I. }	P. E. Dufresne (General Secretary, W. M. Lane W. A. McKague)
1937-38	G. T. Bowden, M.C.I.	{ W. M. Lane M. I. Long, C.A. }	P. E. Dufresne (Secretary-Manager, G. Appleton R. Dawson)
1938-39	K. A. Mapp, F.C.A.	{ A. G. Howey D. R. Patton, C.A. }	P. W. Wright (Secretary-Manager, G. Appleton R. Dawson)
1939-40	A. G. Howey	{ D. R. Patton, C.A. G. Appleton }	P. W. Wright (Secretary-Manager, C. R. Kidner, C.A. R. Dawson)
1940-41	D. R. Patton, C.A.	{ G. Appleton P. W. Wright }	J. J. McLaughlin (Secretary-Manager, W. I. Jardine R. Dawson)
1941-42	G. Appleton	{ P. W. Wright J. J. McLaughlin }	E. J. Loisel (Secretary-Manager, W. H. Furneaux R. Dawson)
1942-43	P. W. Wright, L.C.M.I.	{ H. M. Hetherington E. J. Loisel }	E. R. Hutchinson (Secretary-Manager, W. H. Furneaux R. Dawson)
1943-44	H. M. Hetherington, R.I.A.	{ E. J. Loisel W. H. Furneaux }	R. S. M. Ausman (Secretary-Manager, R. Dawson)
1944-45	E. J. Loisel, L.C.M.I.	{ W. H. Furneaux, R.I.A. R. S. M. Ausman }	J. B. Tennant, R.I.A. (Secretary-Manager, J. A. Tupper, R.I.A. J. N. Allan, R.I.A.)
1945-46	W. H. Furneaux, R.I.A.	{ R. S. M. Ausman, R.I.A. J. A. Tupper, R.I.A. J. B. Tennant, R.I.A. }	C. P. Dumas, L.C.M.I. (Secretary-Manager, N. Terry, R.I.A. J. N. Allan, R.I.A.)



W. H. FURNEAUX, R.I.A.
President
1945 - 46

COMMITTEES 1945-46

Co-ordinating Educational Committee

P. W. Wright, L.C.M.I., Montreal.
H. P. Wright, R.I.A., Hamilton.
D. R. Patton, C.A., L.C.M.I., Montreal.
A. G. Howey, R.I.A., Hamilton.
A. J. Dolbec, L.C.M.I., Quebec.
F. G. Winspear, C.A., R.I.A., Edmonton.
N. J. C. McKinnon, Vancouver.

Publication Committee

J. B. Tennant, R.I.A., Windsor.
A. V. Madge, L.C.M.I., Montreal.
A. G. Howey, R.I.A., Hamilton.

Budget and Finance Committee

R. S. M. Ausman, R.I.A., Toronto.
C. P. Dumas, L.C.M.I., Montreal.
Norman Terry, R.I.A., Vancouver.

REPORT OF THE BOARD OF DIRECTORS

The Canadian Society has continued to show material progress during the past year, but this progress has been deeply marred by the loss of two of its chief executives.

It was the sad duty of the President and Directors to announce on July 12th, 1944, the death of Mr. Richard Dawson, R.I.A., Secretary-Manager of our Society. The passing of Mr. Dawson was indeed a great loss, not only to our organization, but to the community in which he lived. The exemplary manner in which he performed his duties and the success which attended his efforts won for him the admiration of all with whom he was associated. The esteem in which Mr. Dawson was held by the members of our Society is best revealed by the great response to the Dawson Memorial Fund. It will be of interest to all to know that in addition to the many contributions from our members in Canada, donations were also received from various parts of the United States, British West Indies and even as far as Australia. A complete report of this fund will be submitted by its Chairman.

Then, on June 6th, just a week ago last Wednesday, we suffered our second great loss in the death of our President, Mr. E. J. Loisel, L.C.M.I., who passed away after a very short illness. This was a tremendous shock to all of our members and more particularly to those who have known him throughout the twenty-two years he had been an active member of our Association. Mr. Loisel had always given most freely of his time and energies and in recognition of his untiring efforts, he was elected President of our Society at our last Annual Meeting. During his many Chapter visits, his quiet, affable manner and absolute sincerity for the welfare of our Society won for him the deep respect of all those with whom he came in contact.

It was his great desire to visit all Chapters but his activities in this connection had to be restrained owing to the state of his health. His untimely death prevented him from presenting to this meeting his report covering the activities of the Society during his term of office. His inspiring leadership, kindly understanding and wealth of wisdom, which can only come from years of experience, have been taken from us and will be sadly missed in the years to come.

Our departed President and Secretary-Manager might well have been justly proud of the progress made by our Society during the past year, which is reported as follows:—

Membership

A report on the membership of the Society reveals a net increase of 127 members during the year which places the total number of members at 1272. It should be pointed out, however, that there were 231 new members admitted but due to a revision of the membership list 109 names were deleted.

A break-down of the members by Chapters and classes of membership will be submitted in a separate report.

Educational

Educational activities is without a doubt one of the most important, if not the most important undertaking of our organization. Mr. H. P. Wright and Mr. P. W. Wright are joint Chairmen of the Co-ordinating Educational Committee and are assisted by Messrs. A. J. Dolbec, A. G. Howey and D. R. Patton. The object of this Committee is to maintain uniformity in educational matters in the various Provincial Bodies. Too much praise cannot be given this Committee for their untiring efforts and whole-hearted co-operation in achieving such splendid results which is evident in the past year. Mr. H. P. Wright will submit a report on behalf of this Committee and you will note that they have not only maintained uniform standards throughout Canada but also in co-operation with Government agencies made our course available to the men in the armed services and to those who have been discharged. This was done in an endeavour to provide these men with the opportunity of securing adequate training in industrial and cost accounting fields in their return to civilian life. It is hoped that our members, wherever possible, will assist us in providing these men with the opportunity of securing practical experience.

Financial

Our Treasurer's report will show a very small deficit for the year. Owing to the unusual circumstances which existed during the past year, it cannot be said that the Statement of Revenue and Expenditure represents normal operation. It will be gratifying to note from the Treasurer's Report that there is every possibility that the revenue for the coming year will be greater than expenditures and if this becomes a reality, the Treasurer will have the pleasure of reporting at the next Annual Meeting a surplus for the first time in several years. A Budget Committee was appointed in compliance with a resolution at our last Annual Meeting. This Committee, after studying the finances of our Association, have drawn up a Budget for the coming year and their report will be submitted to-day for your consideration. The Directors wish to extend their sincere thanks to Mr. E. W. White and Mr. G. W. Fancy, of the office of Wright, Pounder & Co. who so kindly acted as auditors for the last year.

Affiliated Societies

It is with great pride that the Board of Directors are able to report to our membership that on March 26th, 1945, The Society of Industrial Accountants of British Columbia was incorporated and becomes the fourth Provincial Society to be affiliated with The Canadian Society. This indeed was a notable event in the activities of the past year.

This Provincial Charter was obtained only after many months of concentrated effort on the part of the members of the Vancouver Chapter. The Directors of the Canadian Society wish to extend their sincere thanks and warmest congratulations to Mr. Norman Terry, President of The Society of Industrial Accountants of British Columbia, and those who worked so closely with him, such as Messrs. McIntyre, Gilmour and Davis, all of Vancouver. Our sincere thanks are also extended to Mr. J. A. Tupper, of Edmonton, and Mr. H. P. Wright, of Hamilton, who assisted in no small way in securing passage of the Private Bill. It is with pleasure that we

welcome this newly incorporated Provincial Body in their affiliation with the Canadian Society. We know they will add strength to our organization. From all indications, their efforts have not been concluded with the incorporation of the Society, but they are already laying plans for expansion in that Province.

Our other three Provincial Bodies, namely, Alberta, Ontario and Quebec, have also shown marked progress during the year. Examination of their reports discloses that interest in Provincial activities continues on a high level. This keen interest is attributed to the leadership the various officers are giving to their respective Societies. Their financial positions are sound and from the plans laid, we know that all of the Provincial Bodies will continue to make further advancement in the future.

Chapter Activities

Most of the Chapters have completed a year of very successful meetings and their officers are to be complimented for the sustained interest in Chapter activities. There were many very fine technical addresses given, some of which have been printed in "Cost and Management" and have received wide recognition. It is interesting to note that there has been an increasing tendency to draw on Chapter members to speak at these meetings. This is a very desirable feature and it is to be hoped that members will consider it a great opportunity and an honor to prepare a paper for presentation before a Chapter. A number of Chapters have conducted very successful membership campaigns and it will be indeed difficult to determine a winner for the Fernie Trophy. It is to be hoped that members will realize fully the value of Chapter meetings especially as we enter into a peacetime economy when it will be absolutely necessary for us as Industrial and Cost Accountants to keep abreast of changing conditions.

General

As mentioned in the beginning of this report, the Society suffered a great loss in the passing of Mr. Richard Dawson. Until a permanent appointment was made, it was necessary to make provision for carrying on the affairs of the Society. We were indeed fortunate in securing the services of Mr. L. J. Brooks, R.I.A., of Toronto. Mr. Brooks took over the duties as Interim Secretary-Manager and in spite of the fact that the task thrust upon him so suddenly was entirely new, he performed a magnificent job and the Society is very grateful for the work which he did.

Immediately after the death of Mr. Dawson, a Committee was appointed charged with the task of selecting a permanent Secretary-Manager. Every effort was made by the Committee to obtain the services of one best qualified for this position. Advertisements were run simultaneously in all leading newspapers across Canada as well as appearing in an issue of "Cost and Management". Many applications were received from members and non-members. All applications were given careful consideration and several interviewed by the Committee. The final decision of the Committee in the selection of J. N. Allan was unanimous. This decision was ratified at a subsequent Board Meeting and Mr. Allan officially took over the duties of Secretary-Manager as of January 1st, 1945.

The proof that the selection was a good one is borne out by the fact that Mr. Allan took over the duties and responsibilities attached to this

position with such zeal and enthusiasm that our Society has continued to show marked progress. He has made many Chapter visits and has been an inspiration and assistance to them all. We were fortunate in finding a man in our Society who was able to carry on so capably. We know that in years to come he will be able to continue the good work of our late Secretary-Manager.

In closing, the Directors and Members of our Society wish to take this opportunity of expressing our sincere thanks and appreciation to the members of the Kitchener Chapter for inviting us to hold our Annual Meeting in this fair city and also for the splendid way in which they have taken care of all arrangements.

Respectfully submitted on behalf of the Board of Directors.

W. H. FURNEAUX,

1st Vice-President.

REPORT OF THE EDUCATIONAL CO-ORDINATING COMMITTEE FOR THE FISCAL YEAR 1944-45

On behalf of the Educational Co-ordinating Committee, it is my pleasure to present this report of the activities of the Committee during the past year.

The Educational Co-ordinating Committee was appointed for the purpose of protecting uniformity in the course and examinations and for the appointment of duly qualified examiners. It was, therefore, arranged that the Educational Committee of The Cost and Management Institute should arrange for examinations to be set in Fundamentals of Cost Accounting, Advanced Cost Accounting and Industrial Organization and Management and also examiners for marking and grading the papers. The Educational Committee of The Society of Industrial and Cost Accountants of Ontario were required to arrange for the examinations in Accounting I and II and for the examiners to mark and grade these papers. All examinations were passed by each member of the Educational Co-ordinating Committee before the final adoption. As a result of this procedure, uniformity was maintained and the standard of our examinations was protected. It will be noted from the analysis of examinations written that there were 261 papers submitted. This is but a very small increase over last year. In view of the fact that there were 90 new student members, we must conclude that a large number of students are not continuing their course. Many Chapters have organized student sections and it is expected that, in this way, students will be assisted and encouraged to continue with their studies.

You have also been given a second analysis showing the number of papers in which pass marks were granted. Of the 261 examinations written 166 received a pass mark. From the results submitted, it is apparent that we must be more certain than ever that our students are given practical instruction and necessary assistance through our publication and student meetings.

The Committee has also endeavoured to assist in the rehabilitation of returned men and arrangements have been made through National Headquarters of The Department of Veterans' Affairs to acquaint their Vocational Counsellors throughout the country with our course. The Vocational Counsellors in the Department of Veterans' Affairs are charged with the

responsibility of guiding discharged service men into suitable civilian vocational training. The Department of Veterans' Affairs have agreed to finance our course for any discharged man who is entitled to such privileges through his rehabilitation credit. Arrangements have been made with the National Headquarters of the Army, Navy and Air Force for disseminating information pertaining to our course throughout each of their branches of the services.

Correspondence courses have now been completed in Business Mathematics, and Industrial Organization and Management. It is expected that the course in Industrial Legislation will be completed in the very near future. On completion of the lessons in the latter subject, our correspondence course will have been finalized in every detail.

The matter of granting exemptions on a uniform basis by all Provincial Societies is under consideration by your Committee in co-operation with the Educational Committees of the various affiliated bodies. Through the efforts of this Committee, courses and student regulations are being made uniform for all Provincial Societies.

Student Bodies have been organized in Toronto, Hamilton, Kitchener, Windsor, Alberta and Vancouver, and every effort should be made to encourage and extend this policy in the remaining Chapters. This, of course, can only be done under the direction and guidance of senior members and it is hoped that they will consider it an opportunity to serve in this field of endeavour.

Respectfully submitted,

H. P. WRIGHT, Co-Chairman,
Educational Co-ordinating Committee.

STANDARD EXAMINATIONS

Written May, 1945

	Ontario	Alberta	B.C.	Quebec	Non-Resident	Total
Fundamentals of Cost Accounting....	28	1	28	1	58
Advanced Cost Accounting	23	1	24	48
Accounting I	27	3	2	2	34
Industrial Organization and						
Management	29	22	51
Accounting II	38	1	5	44
Industrial Legislation	26	26
	145	5	1	107	3	261

Passed May, 1945

Fundamentals of Cost Accounting....	11	1	12	1	25
Advanced Cost Accounting	16	1	16	33
Accounting I	24	3	2	2	31
Industrial Organization and						
Management	29	22	51
Accounting II	16	1	2	19
Industrial Legislation	7	7
	96	5	1	61	3	166

MEMBERSHIP REPORT AS AT APRIL 30th, 1945

You have before you an analysis of our membership as of April 30th, 1945. This analysis gives you a break-down of the number of members by classes of membership, by Chapters and by Provincial Societies.

You will note that the total number of members now stands at 1272 which represents a net increase of 127 over that reported last year. It is pointed out, however, that 231 applications were received during the year while 109 names were deleted as a result of a revision of our membership list. The following is a break-down of the number of applications received:

Chapter	Student	General	On Active Service	Total
Toronto	20	10	3	33
Hamilton	17	4	21
Kitchener	11	8	19
London	4	1	5
Niagara	5	5
Ottawa	1	2	3
Bay of Quinte	2	2	4
Windsor	10	18	28
Fort William-Port Arthur	4	4	8
—	—	—	—	—
—	69	54	3	126
—	—	—	—	—
Montreal	14	28	42
Quebec	2	2
—	—	—	—	—
—	14	30	44
—	—	—	—	—
Calgary	9	2	11
Edmonton	13	1	14
—	—	—	—	—
—	22	3	25
—	—	—	—	—
Vancouver	5	16	21
—	—	—	—	—
Non-Resident	2	10	3	15
—	—	—	—	—
Total	90	132	9	231

The fact that there were 231 new members admitted to the Society during the year is an indication of the very fine work done by the individual Chapters in enlarging their membership. They are certainly to be complimented on the results of their efforts.

Unfortunately, the Fernie Trophy was not awarded to any Chapter last year. It is recommended that the award should be made this year and that we may look forward to some very close competition in the coming season.

Respectfully submitted,

J. B. TENNANT,
Honorary Secretary.

MEMBERSHIP ANALYSIS AS AT APRIL 30, 1945

	Chapter Registered	General	Student	On Active Service	Honorary	Total
ALBERTA						
Calgary	30	9	3	42
Edmonton	32	12	5	49
Total	62	21	8	91
BRITISH COLUMBIA						
	12	45	11	68
ONTARIO						
Bay of Quinte	15	8	1	24
Fort William-Port Arthur	15	24	7	1	47
Hamilton	41	36	89	10	176
Kitchener	11	20	31	6	68
London	13	17	13	2	45
Niagara	12	21	9	6	48
Ottawa	12	16	12	4	44
Toronto	65	77	104	28	274
Windsor	9	45	24	9	87
Total	178	271	297	67	813
QUEBEC						
Montreal	58	111	49	17	2	237
Quebec	8	22	30
Total	66	133	49	17	2	267
NON-RESIDENT						
	1	12	10	10	33
	319	482	375	94	2	1272

TREASURER'S REPORT AS AT APRIL 30th, 1945

It is my pleasure to present to you a report of the finances of the Society as at April 30th, 1945, and although our financial position is somewhat the same as last year, we may well look with optimism into the coming year.

Under Assets are included Accounts Receivable valued at \$852.86. This is made up, for the most part, of Membership Fees outstanding and amounts owing from the Provincial Bodies for examination expenses. It can be said that these amounts are based upon fairly conservative estimates of collectible accounts.

Your attention is drawn to the surplus account in which certain adjustments were made. Included in these adjustments is a credit entry of \$160.00. This represents the amount donated by the Chapters toward the cost of the Year Book published the previous year and it was felt that this revenue should apply to the year in which the expense was incurred.

It is pleasing to report that our revenue for the year was \$5,053.11 which is approximately \$238.00 higher than last year. This revenue does not include any receipts from British Columbia, which, under normal circumstances would have amounted to approximately \$400.00. The British Columbia Society was permitted to retain our portion of the fees to assist in their expenses of incorporation which amounted to \$1,105.42. The revenue from Alberta may conceivably be higher next year on the basis of their present membership since their fees for the past year were adjusted to bring membership up to April 30th.

Exhibit "A"

**THE CANADIAN SOCIETY OF COST ACCOUNTANTS AND
INDUSTRIAL ENGINEERS
Hamilton, Ontario**

BALANCE SHEET AS AT APRIL 30, 1945

Assets

Current:		
Accounts Receivable	\$	852.86
Investment:		
Province of Ontario Bond (at cost)		1,000.00
Deferred Charges:		
Prepaid Rent		20.00
Fixed:		
Office Furniture and Fixtures	\$	269.45
Less Reserve for Depreciation		189.83
		<u>79.62</u>

Liabilities

Current:			
Bank Overdraft	\$	768.90	
Accounts Payable		399.42	
		<u></u>	\$1,168.32
Deferred:			
Fees Paid in Advance			353.07
Surplus Account (As per Exhibit "C")			431.09
		<u></u>	<u></u>
		\$1,952.48	\$1,952.48

Certificate

We hereby certify that, in our opinion, the attached Balance Sheet and related statements of Revenue and Expenditure, Surplus, and Receipts and Disbursements present fairly the position of The Canadian Society of Cost Accountants and Industrial Engineers as of April 30th, 1945, and the result of its operations for the fiscal year then ended.

E. W. WHITE, F.C.I.S. (London, Eng.), R.I.A.

G. W. FANCY.

Owing to the unusual circumstances of the past year, it is not feasible to attempt a comparison of expenditures. It should be pointed out, however, that the \$600.00 under donation is the amount paid to Mrs. Dawson in accordance with a resolution passed by the Board of Directors. It is also gratifying to note that the revenue from our magazine amounts to \$412.56 which is an increase of \$95.00 over last year. This, of course, helps to reduce the cost of our publication.

Respectfully submitted,

J. A. TUPPER,
Honorary Treasurer.

Exhibit "B"

THE CANADIAN SOCIETY OF COST ACCOUNTANTS AND
INDUSTRIAL ENGINEERS
Hamilton, Ontario

STATEMENT OF REVENUE AND EXPENDITURE

(Year Ended April 30, 1945)

Revenue

Advertising—C. & M.	\$ 148.00
C. & M. Sales	63.91
C. & M. Subscriptions	200.65
Interest on Investments	51.76
Membership Fees	5,001.35

Expenditures

Advertising	\$ 78.32
Bank Interest and Exchange	38.05
Depreciation	26.95
Donations	600.00
Legal	25.00
Library	17.20
Meeting Expenses	35.75
Miscellaneous	58.48
Postage and Telegraph	156.40
Printing, Stationery and Office Supplies	76.20
Publications Expenses	1,050.28
Rent	120.00
Repairs	15.00
Salary—Secretary	2,918.20
Telephone	91.96
Travelling	208.77
Excess of Expenditures over Revenue	50.89
	<hr/>
	\$5,516.56 \$5,516.56

Exhibit "C"

THE CANADIAN SOCIETY OF COST ACCOUNTANTS AND
INDUSTRIAL ENGINEERS
Hamilton, Ontario

STATEMENT OF SURPLUS
(Year Ended April 30, 1945)

Balance at the credit, May 1, 1944	\$ 394.05
Deduct:	
Adjustment of Unallocated Accounts Receivable and Accounts Payable	72.07
	<hr/>
	\$ 321.98
Add:	
Revenue re year book applicable to previous year	160.00
Adjusted Balance	481.98
Less:	
Excess of Expenditures over Revenue as per Exhibit "B"	50.89
	<hr/>
Balance at the credit, April 30, 1945	\$ 431.09

Exhibit "D"

THE CANADIAN SOCIETY OF COST ACCOUNTANTS AND
INDUSTRIAL ENGINEERS
Hamilton, Ontario

STATEMENT OF RECEIPTS AND DISBURSEMENTS
(Year Ended April 30, 1945)

Receipts

Bank Overdraft April 30, 1945	\$ 768.90
Advertising Sales	100.00
C. & M. Sales	63.91
C. & M. Subscriptions	200.65
Interest on Investments	25.88
Membership Fees	4,833.42
Accounts Receivable (April 30, 1944)	214.66
Revenue re year book applicable to previous year	160.00

Disbursements

Advertising:	\$ 78.32
Bank Interest and Exchange	\$ 38.05
Donations	600.00
Examination Expenses	77.31
Legal Fees	25.00
Library	16.46
Meeting Expenses	35.75
Miscellaneous	58.48
Postage and Telegraph	156.40
Printing, Stationery and Office Supplies	76.20
Publications Expense	935.78
Rent	120.00

Repairs	15.00	
Salary—Secretary	2,918.20	
Telephone	74.10	
Travelling	208.77	
Accounts Payable (April 30, 1945)	641.88	
Bank Overdraft May 1, 1944	\$ 292.84	
Less Cash on Hand	1.12	
		291.72
		<hr/>
	\$6,367.42	\$6,367.42

BY-LAWS

Article 1.—Membership

(a) Membership in the Society is derived from three sources:—

- (1) From Affiliated Provincial Societies.
- (2) From local Chapters of the Society.
- (3) From territory not under the jurisdiction of an Affiliated Provincial Society nor within a reasonable distance from a Dominion Chapter.

(b) Local Chapters in a Province not under the jurisdiction of any Affiliated Provincial Society will be known as Dominion Chapters.

(c) An Affiliated Provincial Society is a body incorporated under provincial laws with powers to grant degrees, which is organized by permission from and to carry out the purposes of the C.S.C.A. & I.E. within the Province, whose by-laws and regulations do not conflict with these by-laws, which conforms to the Dominion Educational Standards, which grants reciprocal membership privileges with the C.S.C.A. & I.E. and where formal application for affiliation has been approved by the Board of Directors.

(d) Membership in the Society shall be open to any one 16 years of age or over, of good moral character, who is engaged in or interested in any branch of Accounting, Industrial Engineering or Management.

(e) Application for membership in Dominion Chapters shall be made on the form provided by the Society and shall indicate the Chapter to which the applicant desires to be attached, and shall be subject to the approval of the Directors of that Chapter.

(f) The Directors of the Society shall have the power to reject any application for membership under Section (e) of this article or to cancel any existing membership except that of a member of an affiliated Society.

(g) The Directors of the Society shall have the power to grant Honorary Memberships to members for services rendered.

(h) An Affiliated Provincial Society shall have full jurisdiction over members within its territorial boundaries subject to reciprocal arrangements in the case of members residing in one Province but whose nearest Chapter is located in another Province. Members of Affiliated Provincial Societies shall automatically be members of the Canadian Society of Cost Accountants and Industrial Engineers.

Article 2.—Fees

(a) The basic membership fees of Dominion Chapters shall be as follows:—

Regular, \$15.00; Non-resident, \$10.00 (available to any one residing not nearer than 50 miles from a Chapter meeting place); Student, \$5.00 (available to students actually taking courses in accountancy or business organization, and limited to a maximum of five years). Affiliated Provincial Societies shall have the power to regulate their membership fees but in no event shall such fees be less than the fees above stated for Dominion Chapters.

(b) The membership fee shall be payable in advance on the first day of May in each year. A new member shall be required to pay the full fees on joining and the said fee shall extend for one year from date of membership. The first regular billing to said new member shall be for that portion of the fiscal year beyond the time covered by his initial payment. Provincial Societies shall collect fees from the members under their jurisdiction and remit to the Canadian Society of Cost Accountants and Industrial Engineers, 50% of all basic fees collected. Where no affiliated Provincial Society exists the fees shall be collected by the head office of the Society with 50% of such fees being remitted to a Chapter if the member is affiliated therewith.

(c) A member who fails to make payment of his fee within six months from the date on which it is payable shall be liable to have his membership terminated at the discretion of the Directors. An unpaid membership fee, in any event, shall terminate at the end of the financial year.

Article 3.—Directors

(a) The affairs of the Society shall be managed by a Board of Directors distributed among the Dominion Chapters and affiliated Provincial Societies as follows:—From affiliated Provincial Societies four directors for the first one hundred members or fraction thereof, plus one director for each twenty-five additional members or fraction thereof up to a total of three hundred members, and thereafter, plus one director for each additional fifty members or fraction thereof; from Dominion Chapters two directors for the first fifty members or fraction thereof plus one additional director for each twenty-five members or fraction thereof.

Such directors shall be nominated by the Society or Chapter they represent at least thirty days prior to the Annual Meeting and shall be elected at the Annual Meeting of the Society. They shall hold office until the next Annual Meeting. Among the Directors nominated by each affiliated Provincial Society, each Chapter thereof shall be equally represented on the basis of Chapter membership but, in any event, shall be at least one representative.

The Past Presidents of the Society for the ^{preceding} 10 years who are still members of the Society shall also be members of the Board. After the said 10 year period Past Presidents and Honorary Life Members shall receive notice of Directors Meetings and shall act in an advisory capacity.

(b) In the event of a director's retirement for any cause his successor shall be appointed at the next meeting of the Board.

(c) A meeting of the Board may be held at any time at the call of the President or in his absence of the Vice-President. The President shall be bound to call a special meeting of the Board on the requisition of five or more directors, and should he fail to do so within 24 hours from receipt of such requisition the said directors may convene a special meeting of the Board.

(d) Seven clear days' notice shall be given prior to the date arranged for Directors' Meeting. The notice shall indicate the nature of the business to be transacted.

(e) For the transaction of business at any meeting of the Board of Directors, five shall constitute a quorum; any question arising at such meeting shall be decided by a majority of votes. In case of a tie, the Chairman may cast an additional deciding vote.

Article 4.—Officers

(a) The Board of Directors shall, at their first meeting after election, elect from among themselves a President, two Vice-Presidents, an Honorary Secretary and an Honorary Treasurer, and shall also appoint a General Secretary and such officers as the business of the Society shall render expedient from time to time, determining their duties and remuneration.

(b) The President of the Society may designate any member or members of the Society in charge of some special phase of the activities of the Society, and such member or members shall make a periodical report to the Board of their work in that connection.

Article 5.—General Meetings

(a) A general meeting of the Society may be called at any time, as follows:—By the President; by resolution of the Board of Directors; by written request of at least 20 members in good standing. Such request shall specify the object for which the meeting was called. It shall be the duty of the President, or in his absence, the Vice-President, on receipt of such request, to cause the meeting to be arranged by the General Secretary of the Society.

(b) Notice of a general meeting shall be mailed to each member of the Society at his last known address. Such notice shall state the place, time and purpose of the meeting, and shall be mailed at least 30 days prior to the date of the meeting.

(c) Ten members present shall constitute a quorum for the transaction of business at any general meeting.

(d) Each member present shall be entitled to one vote.

(e) All questions proposed for the consideration of the members shall be determined by a majority of votes; in case of tie the Chairman may cast an additional deciding vote.

Article 6.—Annual Meeting

(a) The fiscal year of the Society shall end on the last day of April in each year, and the Annual Meeting shall be held within two months thereafter at such time and place as the Board of Directors shall determine.

(b) A report of the activities of the Society shall be presented at the Annual Meeting, together with detailed comparative information as follows:—Statement of revenue and expenditures; statement of receipts and disbursements; balance sheet, supporting schedules of accounts receivable and liabilities.

(c) At the Annual Meeting two Auditors shall be appointed by the members of the Society from among the membership.

Article 7.—Chapters

(a) Affiliated Provincial Societies are governed by their own by-laws and have jurisdiction over all local Chapters within their own territories.

They are responsible for such Chapters and have the sole power to organize new local Chapters within their respective territorial boundaries.

(b) Where no affiliated Provincial Societies exist the directors may authorize the formation of Dominion Chapters in such centres as they deem advisable, and designate the territory to be allotted to each Chapter; the directors may make such grants from the funds of the Society as they may deem expedient for the development and carrying on of such Dominion Chapter work.

(c) The fiscal year of each Dominion Chapter shall end on the last day of April in each year. The Annual Meeting of each Dominion Chapter shall be held prior to the Annual Meeting of the Society, and not later than May 31st. Five members present shall constitute a quorum.

(d) Each Dominion Chapter shall be governed by a Board of Directors elected at its Annual Meeting, of not less than seven and not more than 15 members. These directors shall elect from their own number a Chairman and a Vice-Chairman. There shall also be a Secretary-Treasurer, or a Secretary and a Treasurer, who may be elected by the Directors from their own number or who may be a non-member appointed by them.

(e) Each affiliated Provincial Society and each Dominion Chapter, within one month after the close of its financial year, but before the Annual Meeting of the Society, shall forward to the Canadian Society a copy of its audited financial statement, in the prescribed comparative form.

(f) Each Dominion Chapter shall have the right to make such regulations as may be found necessary to meet local conditions, subject always to the approval of the Board of Directors of the Society.

Article 8.—Corporate Seal

The Society shall have a corporate seal. An impression of the corporate seal, certified by either the President or the Vice-President, and by either the Honorary Secretary or the Honorary Treasurer, shall be binding upon the Society, but the officers so certifying shall be personally accountable to the directors for the due and proper exercise of such authority.

Article 9.—Signing Officers

(a) The bank accounts shall be kept in such bank or banks as the directors may from time to time determine; and insofar as the Society's banking business is concerned the directors are hereby authorized to exercise generally all or any of the rights or powers which the Society itself might lawfully exercise.

(b) All cheques or other negotiable instruments not requiring the use of the corporate seal shall be signed by any two of the following: The President, the Vice-Presidents, the Honorary Treasurer, and the Secretary-Manager.

Article 10.—Examinations

Deleted by By-law Number 14.

Article 11.—Amendment of By-laws

(a) The directors may from time to time repeal, amend or re-enact by-laws of the Society, but every such by-law and every such repeal, amendment or re-enactment thereof, unless in the meantime confirmed at a General Meeting of the Society, duly called for that purpose, shall have force only

until the next Annual Meeting of the Society, and in default of confirmation thereat shall, at and from that time, cease to have force.

(b) Copies of proposed amendments to by-laws shall be mailed together with notice calling meeting at which such amendments are to be considered. Any amendments to by-laws made by the Board of Directors shall be published immediately thereafter in the next following issue of "Cost and Management".

Article 12.—Head Office

The Head Office of the Society shall be located in the City of Hamilton, in the Province of Ontario.

Article 13

All former by-laws of the Society are hereby repealed.

Article 14

WHEREAS By-law Number 10 of the by-laws of this Society is ultra vires of the powers and authorities conferred upon the said Society by its Letters Patent,

AND WHEREAS the Secretary of State for Canada has directed that the said By-law Number 10 be deleted from the by-laws of the Society,

NOW THEREFORE be it enacted by the Council of the Society as a by-law thereof as follows:—

THAT By-law Number 10 of the by-laws of the Society be and the same is hereby repealed, revoked and cancelled as a by-law of the Canadian Society of Cost Accountants and Industrial Engineers.

Article 15

WHEREAS the Society has sponsored the formation, and incorporation of Provincial organizations with similar objects and purposes,

AND WHEREAS, as a consequence, the Cost and Management Institute was incorporated by a special Act of the Legislative Assembly of the Province of Quebec, and the Society of Industrial and Cost Accountants of Ontario was incorporated by special Act of the Legislative Assembly of the Province of Ontario and the Society of Industrial Accountants of Alberta was incorporated by special Act of the Legislative Assembly of the Province of Alberta,

AND WHEREAS it is desirable and in the best interests of this Society that this Society be associated with the said Provincial organizations which are now incorporated, and with other organizations for the due carrying out of its undertakings,

NOW THEREFORE be it enacted as a by-law of the Society by the Council thereof as follows:—

1. THAT the Council of the Canadian Society of Cost Accountants and Industrial Engineers be and are hereby authorized and empowered to enter into Agreements with the Cost and Management Institute, the Society of Industrial and Cost Accountants of Ontario, the Society of Industrial Accountants of Alberta and with other organizations for the due carrying out of the objects, purposes and undertakings of the said Society,

2. THAT the duly qualified officers of this Society are hereby authorized to do all acts and things and to sign and to execute under the corporate seal of the Society all assurances, agreements and documents as may be

necessary or expedient for the purpose of giving effect to and carrying out of any or all of the said Agreements,

3. THAT any or all such Agreements, having been approved, ratified and confirmed by resolution or resolutions enacted by a majority of the quorum of the Council shall be effective and binding upon the Society without further ratification.

Article 16

BE IT ENACTED as a by-law of the by-laws of the Canadian Society of Cost Accountants and Industrial Engineers as follows:—

1. THAT the Society hereby consents that each and every officer and/or director of the said Society, shall be deemed to have assumed office on the express understanding, agreement and condition that every officer of the Society, his heirs, executors and administrators, estate and effects shall from time to time and at all times be indemnified and served harmless out of the funds of the Society from and against all costs, charges and expenses whatsoever which such officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of his office, and also from and against all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by his own wilful neglect or default,

2. THAT no officer, auditor, secretary, or other officer for the time being of the Society shall be liable for the acts, receipts, neglects or defaults of any other officer or employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Society through the insufficient or deficiency of title to any property acquired by order of the Council for or on behalf of the Society or for the insufficiency or deficiency of any security in or upon which any of the moneys belonging to the Society shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage, or misfortune whatever which may happen in the execution of the duties of his office or trust or in relation thereto unless the same shall occur or happen by or through his own wilful act or default.

NOTE.—By-laws as amended are subject to approval by the Secretary of State.

AFFILIATION AGREEMENT MEMORANDUM OF AGREEMENT

made in duplicate this _____ day of _____ 19____

THE CANADIAN SOCIETY OF COST ACCOUNTANTS
AND INDUSTRIAL ENGINEERS, a body corporate and
politic, duly incorporated under the laws of the Dominion
of Canada, hereinafter called the Canadian Society

OF THE FIRST PART

— and —

a body corporate and politic duly incorporated under the
laws of the Province of _____, hereinafter
called the Provincial Body

OF THE SECOND PART

WHEREAS the Canadian Society was incorporated by Letters Patent for the object and purpose of advancing the study and practice of cost and industrial accounting in all its branches throughout the Dominion of Canada,

AND WHEREAS the Provincial Body was incorporated by Special Act of Parliament assembled for similar objects and purposes,

AND WHEREAS it is in the best interests of the Parties hereto and all other similar organizations with them affiliated that uniformity be maintained in the expression and carrying out of their co-operative undertakings.

NOW THEREFORE THIS AGREEMENT WITNESSETH, that in consideration of other valuable consideration and the premises herein contained the Parties hereto for themselves and their successors mutually covenant and agree as follows:

1. That the Provincial Body shall immediately upon or prior to the execution of this agreement enact a by-law enabling the entering into of this Agreement and a certified copy of such by-law shall be filed with the said Canadian Society.

2. The Canadian Society shall be maintained and shall operate as a central organization to which all Provincial Bodies, whether incorporated or unincorporated, emanating therefrom shall become affiliated by agreement.

3. The Canadian Society shall enter into an agreement or agreements with all other affiliated Provincial Organizations in terms and subject to conditions identical with the terms and conditions contained in this agreement and shall file or cause to be filed with the Provincial Body a notarial copy of such agreement or agreements.

4. (1) The Canadian Society shall appoint a general secretary and such other officer or officers, employee or employees as it may from time to time deem necessary for the due and efficient carrying out of its undertakings.

(2) The Canadian Society shall maintain an office or offices for the General Secretary duly appointed and for such other officer or officers, employee or employees as occasion shall or may require.

(3) The Canadian Society shall pay the salary of the said General Secretary and of any other officer or officers, employee or employees appointed by it and the expense arising from the maintenance of the General Secretary's office and of any other office established by it.

(4) The Canadian Society shall, from time to time and as it may deem necessary, prescribe the duties of the General Secretary and of any other officer or officers, employee or employees appointed by it.

(5) Nothing herein contained shall be deemed to prevent the Provincial Body from appointing or engaging any person or persons, employee or employees at its own expense and of prescribing the duties of such person or persons, employee or employees appointed by it.

5. (1) The Canadian Society shall publish or cause to be published a magazine under the title of "Cost and Management", or under such other name as may from time to time be determined.

(2) The Canadian Society may, from time to time, publish such other literature as it shall deem necessary for the due carrying out of its objects and purposes.

(3) The Canadian Society shall pay and be liable for all expenses arising from the publication aforesaid.

(4) The Provincial Body shall not publish, or cause to be published any journal, magazine or literature independently and without the consent in writing of the Canadian Society. The Canadian Society reserves the right to withdraw any consent it shall or may hereafter grant under the provisions of this article and upon the withdrawal of such consent the Provincial Body shall cease to publish any magazine, journal or other literature for which consent had been given.

6. (1) All Members of the Provincial Body and all Members of other Provincial organizations affiliated with the Society shall be members of the Canadian Society, entitled to all rights and privileges and subject to all duties which such membership provides.

(2) Any person who, for any cause, ceases to be a member of the Canadian Society shall, ipso facto, cease to be a member of the Provincial Body, and any person who for any cause, ceases to be a member of the Provincial Body, shall, ipso facto, cease to be a member of the Canadian Society.

7. The Provincial Body shall pay to the Canadian Society such portion of its membership dues as may from time to time be determined by the parties hereto; unless otherwise provided or agreed, the dues paid by the Provincial Body to the Canadian Society shall be pro rata and pari parsu with the dues paid by any other Provincial organization affiliated with the Canadian Society.

8. The Canadian Society shall, in co-operation with and in concurrence with the Educational Committee of the Provincial Body and with all other Provincial Bodies with it affiliated, prescribe a standard course or courses of study for student members of the aforesaid Provincial Body and for all other Provincial Bodies with it affiliated as aforesaid.

9. (1) The Canadian Society shall, in co-operation with and in concurrence with the Educational Committee of the said Provincial Body, set the examinations to be written by student members of the said Provincial Body and by the student members of all other Provincial Bodies with it affiliated.

(2) The Canadian Society shall, in co-operation with and in concurrence with the said Provincial Body and all other Provincial Bodies with it affiliated, appoint from time to time duly qualified persons to mark and grade the examinations set in accordance with the provisions hereinbefore contained to maintain a uniform standard of proficiency.

(3) The Provincial Body shall pay to the Canadian Society its proportionate cost of the preparation, setting, marking, grading and reporting on the regular examinations set and prescribed by the said Canadian Society as aforesaid.

(4) The Provincial Body reserves the exclusive right to levy and collect from its candidates for examinations such dues and fees as it may from time to time prescribe.

(5) PROVIDED ALWAYS, that no provision herein contained shall be considered to prevent the Provincial Body from prescribing a special course or courses of study for its student members, setting examinations and examining its student members thereon. But such special course or courses and examinations shall be, at all times, supplemental to and not in substitution for the standard courses prescribed by and the examination set by the said Canadian Society, as aforesaid.

(6) The Provincial Body may, from time to time, prescribe dues or fees payable by its student members on or before writing the special examinations set by it and such dues shall be retained by the said Provincial Body for its exclusive use.

10. The Canadian Society shall recognize as an equal standard of proficiency the degree awarded by the Provincial Body and all other Provincial Bodies with it affiliated and the Provincial Body shall recognize as an equal standard of proficiency all degrees so recognized and acknowledged by the said Canadian Society: PROVIDED ALWAYS that the examination standards, markings, and gradings as hereinbefore provided are strictly adhered to and observed.

11. The said Provincial Body shall have the right and the privilege of electing from among its own members, members to the Board of Directors or Governing Body of the said Canadian Society in conformity with and in accordance with the provisions of the by-laws of the said Canadian Society regulating the number of its Directors, but at no time shall the said Provincial Body be without representation on the Board of Directors of the said Canadian Society.

12. The Provincial Body shall file with the said Canadian Society a copy of its by-laws and, so far as the law under which it is incorporated permits, maintain them in conformity with the by-laws of the said Canadian Society.

13. The said Provincial Body shall file with the Canadian Society an audited Financial Statement for the fiscal year ended 30th of April, on or before the 31st day of May in each year hereafter.

14. This Agreement shall remain in force and shall be binding upon the parties hereto until terminated by either party giving to the other a notice in writing of its intentions to terminate this Agreement, and the said Agreement shall be terminated at the expiration of one year from the date of the service of the said notice upon the President or the Secretary of either party; PROVIDED ALWAYS that such notice terminating this Agreement shall be approved, certified, and confirmed by a two-thirds majority of the members of the party hereto desiring to terminate this Agreement. Such notice may be withdrawn by the party hereto desiring to terminate this Agreement and in the event the said notice is withdrawn, no notice terminating this Agreement shall be deemed to have been served as aforesaid.

15. In the text of this Agreement where the meaning implies, the singular shall include the plural and the plural the singular and the masculine shall include the feminine and the feminine the masculine.

IN WITNESS WHEREOF the parties hereto have set their corporate seals under the hands of their duly qualified officers the day and the year first above written.

The Canadian Society of Cost Accountants
and Industrial Engineers

By

.....
President

By

.....
Secretary

By

President

By

Secretary

This Agreement has been signed and is now in effect between the Canadian Society and the Provincial Societies.

This Agreement became effective as of June 15th, 1945, between the Canadian Society and the following Provincial Societies:

The Society of Industrial Accountants of Alberta.

The Society of Industrial Accountants of British Columbia.

The Society of Industrial and Cost Accountants of Ontario.

The Cost and Management Institute, Quebec.

Cost and Management Institute



P. W. WRIGHT, L.C.M.I.

President

1945 - 46

Cost and Management Institute

OFFICERS AND MEMBERS OF COUNCIL 1945-46

President—P. W. Wright, L.C.M.I., Shawinigan Water & Power Co., Montreal.

1st Vice-President—J. B. A. Merineau, C.P.A., L.C.M.I., City of Montreal, Montreal.

2nd Vice-President—A. J. Dolbec, C.P.A., L.C.M.I., Quebec Provincial Government, Quebec.

Secretary—Chas. P. Dumas, M.C.I., L.C.M.I., Canadian Credit Men's Trust Association Ltd., Montreal.

Treasurer—H. W. Blunt, C.A., L.C.M.I., Stevenson, Walker, Knowles & Co., Montreal.

Council—M. H. Bacon, L.C.M.I., Consolidated Lithographic Co. Ltd., Montreal; J. J. F. Bancroft, L.C.M.I., Jenkins Bros. Ltd., Montreal; R. H. Bissell, Canadian Industries Ltd., Montreal; P. L. Duchaine, L.C.M.I., Ludger-Duchaine, Inc., Quebec; P. Kellogg, L.C.M.I., Stevenson & Kellogg, Ltd., Montreal; A. V. Madge, L.C.M.I., Crawley & McCracken Co. Ltd., Montreal; L. N. McMillan, L.C.M.I., Dominion Oilcloth Co. Ltd., Montreal; D. J. B. Peddie, L.C.M.I., Shawinigan Engineering Co. Ltd., Montreal; D. R. Patton, C.A., L.C.M.I., Haskell, Elderkin & Co., Montreal; N. S. Vertiy, C.A., L.C.M.I., St. Lawrence Flour Mills Co. Ltd., Montreal.

CHAPTER OFFICERS AND DIRECTORS

1945-46

Montreal Chapter

Chairman—J. B. A. Merineau, C.P.A., L.C.M.I., City of Montreal.

1st Vice-Chairman—N. S. Verity, C.A., L.C.M.I., St. Lawrence Flour Mills Co.

2nd Vice-Chairman—M. H. Bacon, L.C.M.I., Consolidated Lithograph Mfg. Co.

Secretary—D. J. B. Peddie, L.C.M.I., The Shawinigan Water & Power Co.

Treasurer—L. N. McMillan, L.C.M.I., Dominion Oilcloth Company Limited.

Directors—J. B. Belanger, L.C.M.I., Treasury Dept. Cost Section; R. H. Bissell, L.C.M.I., Canadian Industries Ltd.; R. J. Dustan, L.C.M.I., Canadian National Railways; E. K. Faulds, L.C.M.I.; H. A. Ford; W. G. Joule, C.A., L.C.M.I., Price, Waterhouse & Co.; A. S. Keiller, Sherwin-Williams Co. of Canada Ltd.; J. MacDonald, C.A., E. C. Leetham & Co., Montreal; W. H. Marrison, L.C.M.I., Canadian Car & Foundry Co. Ltd.; R. St. Onge, Banque Canadian Nationale; A. I. Stewart, M.C.I., The National Drug & Chemical Co.

Quebec Chapter

Chairman—Romeo Query, L.C.M.I., Le Soleil, Limitee, Quebec.

Vice-Chairman—Paul-Henri Dorval, L.C.M.I., Frs. Jobin Inc., Quebec.

Secretary-Treasurer—Jacques E. Fortier, Boulanger, Fortier, Rondeau, C.A., Quebec.

Directors—Georges Demers, I.C., L.C.M.I., Consulting Engineer; Quebec; L. P. Duchaine, L.C.M.I., Ludger Duchaine, Inc., Quebec; Maurice Godbout, L.C.M.I., Dominion Corset Co. Ltd., Quebec; Maurice Rondeau, L.C.M.I., Quebec; S. Laliberte, L.C.M.I., Quebec; L. E. Boutin, Department of Finance, Quebec; Omer Couture, Komo Construction Ltd., Quebec.

PRESIDENT'S REPORT

Year Ended April 30, 1945

In confining myself at this, the Annual Meeting of the Cost and Management Institute, to the presentation of a somewhat lengthy report of the activities of our Institute, rather than giving a brief report and an address, I am following the example set by my immediate predecessor, Mr. Charles P. Dumas, at our last Annual Meeting. And I do so advisedly and for several reasons; first, because annual meetings are for the purpose of review of a society's activities and in our case it is especially necessary, inasmuch as the Institute's business is conducted by the Council and very little is brought before the general membership at our regular fortnightly meeting; secondly, this has been a year of further progress and I know you will want to hear about it; and thirdly, our entire season's program has been a series of speeches and I am sure you will welcome an evening devoted to the business of the Institute. If some of you are still unconvinced of the wisdom of the course on which I have decided, I might add, as fourth and fifth reasons, that we have a large agenda for this evening and I dislike preparing and delivering speeches.

Thanks to Officers and Council

It is the custom to conclude annual reports with expressions of thanks and appreciation to those who have made some contribution during the year but I am going to reverse this procedure because I feel that the successful year we have had, and which is reviewed in the following paragraphs, is due to the efforts of others. Some of you will remember that, when you did me the honor of electing me as your President last year, I was on a trip to the West Coast. Since then I have been away on several occasions and so have sometimes been justly referred to as "the absentee President". Notwithstanding my absence our organization has prospered and I want here to record my sincere thanks to those who have made that success possible—to former officers and members who laid firm foundations and "built better than they knew"; to our present officers, especially Mr. J. B. A. Merineau, First Vice-President; Mr. M. H. Bacon, Secretary, and Mr. Randall Herron, Registrar and Assistant Secretary-Treasurer, all of whom have given many hours of their time and done much effective work on behalf of the Institute; to members of Council who, in addition to directing the business of the Institute, assisted so ably and willingly at our lecture meetings. Then there is the Advisory Council, made up of Past-Presidents, a sometimes forgotten and insufficiently appreciated group, which includes such stalwarts as Mr. D. R. Patton and Mr. P. W. Wright, who are our Education Committee responsible for the courses and examinations set by the Institute; Mr. E. J. Loiseau, Dominion President, Canadian Society of Cost Accountants and Industrial Engineers; Mr. A. V. Madge, Mr. R. W. Louthood, Mr. H. W. Blunt, Mr. Paul Kellogg and Mr. C. P. Dumas, all of whom, although they have no vote, are most faithful in

attendance at Council meetings and give freely of their experience, their knowledge and their time, continuing to make significant contributions to our program and I want them to know that we do appreciate their efforts.

Season's Activities

While at each of our regular meetings during the season, formal thanks were expressed to the speakers, I desire here to record the appreciation of of your Officers and Council to the twelve men who gave so generously of their abilities and time. The high standard both of speakers and subjects, set in previous years, was fully maintained this season. That the speakers, their subjects and the question periods following, were appreciated by the membership is evidenced by the good attendance at each of the lecture meetings.

Notwithstanding the dire forebodings of some folk, our program got off to a good start on Friday, the 13th of October, when our Opening Dinner was held in the Salle Doree of the Mount Royal Hotel and we had the pleasure of meeting and hearing Red Army Major V. S. Sokolov, who spoke on "The Soviet Union". While the attendance of 268 members and friends did not quite equal the 275 of the previous opening dinner, it was remarkably good when it is remembered that delays beyond our control, in arranging for the speaker, left us with only a few days to notify members and distribute tickets.

The total attendance at the twelve lecture meetings was 669, or an average of 56 persons per meeting. One plant visit, which was well attended, was made to Noorduy Aviation Limited. It was a most interesting and instructive visit and our thanks were sent to the Company officials for their courtesy in arranging it and for the refreshments they provided. This is an activity your incoming Council may consider extending now that many of the restrictions, which have prevailed in wartime, are gradually being lifted.

Your Council has held twenty meetings with a total attendance of 260, or an average of 13 at each meeting. Some special meetings were called for the purpose of drafting and approving procedure for the formation of new chapters and drawing up Chapter By-laws.

Membership

We began the 1944-45 session with a membership of 252, made up of 197 General Members, 37 Student Members, 2 Honorary Members and 16 on Active Service. While we have not this year carried on any intensive effort to increase our membership, there has been a substantial addition and our present membership stands at 282, made up of 211 General Members, of whom 66 are certificated, 52 Student Members, 2 Honorary and 17 on Active Service. This net increase of 30 members does not reflect the total number of new members, who have joined our ranks during the year, as we had some resignations, a few members struck off for non-payment of dues, and one death in the person of Mr. R. Davis, who had held the position of Auditor. We very much regret the passing of Mr. Davis and on your behalf a floral tribute was sent and condolences to his family.

We can all take pride in this growth in the membership of the Institute, not only in the numbers but in the quality of the men who have joined our organization in recent years. It is a credit to the Institute and evidence of the fact that it is making a worthwhile contribution to the community.

There should be no letdown in our efforts to enroll new members, to make up for resignations and regular turnover and, if possible, to increase our numbers, having in mind that the introduction of new blood will bring new ideas and help in sustaining interest and increasing our influence.

Finances

Our Treasurer will be submitting to you the financial statements of the Institute for the fiscal year ended April 30, 1945, in which he will give you the details of our income and expenses for the year. Sufficient is it for me to say here that our finances are in a healthy state and that we carry forward into the next session a larger cash balance than that with which we started. However, your incoming Council will likely be faced with additional costs both for secretarial fees and for greater accommodation for our regular meetings consequent upon our increase in membership. It is worthy of mention that the members of this Institute made special contributions in excess of \$500.00 towards the Richard Dawson Memorial Fund.

You may remember that two years ago, when we first started meeting at the Mount Stephen Club, it was decided by the Council that the hospital tax and gratuities to the Club's staff would be paid out of the general funds of the Institute, in order not to increase the charge to each member for the dinner. This year, on account of the increase in the costs of labor and foodstuffs, the Club found it necessary to increase the charge for the meals to \$1.35 per person. We are glad to note that this increase has not noticeably affected the attendance at dinner meetings and we have continued this year to pay the hospital tax and gratuities as previously, in the hope that, by keeping the charge to members at a minimum, it would encourage regular attendance. At this point I would like to record our appreciation to the Executive of the Mount Stephen Club for allowing us to meet here and our thanks to the management and staff for their able and courteous service to us.

Educational Activities

Having in mind that we are primarily an educational organization, it is important that we should endeavour to maintain our student enrolment at a high level, first with the thought of increasing the number of executives and accountants, industrial engineers, etc., who will be well trained and proficient; secondly, that the students provide a source of new members to the Institute. We have been fortunate in having Mr. D. R. Patton, C.A., continue as Chairman of our Education Committee, and he has given much of his personal time in directing this phase of our work. We had 52 Student Members, compared with 37 last year, and some of our general members took studies in cost accounting and business management. There are 64 candidates who have registered for examinations and they will write 108 papers. I know that you will wish me to extend to them the best wishes of the Council and their fellow members for success in their examinations.

Quebec City Chapter

At this point I would like to say a few words about Chapters. First, with regard to the Quebec City Chapter, you may remember that in his report last year, Mr. Charles P. Dumas reviewed the steps taken towards the formation of a Chapter in Quebec City and stated that arrangements were about completed. That forward step was consummated shortly afterwards and the Quebec Chapter now has 30 members who have been meeting

regularly during the past fall and winter. The Annual Meeting of the Canadian Society of Cost Accountants and Industrial Engineers was held in Quebec last June and was attended by a large delegation from Ontario as well as from Montreal. It was a most successful meeting, made so by the friendly and hospitable preparations of our fellow members of Quebec City. I am sure many of our Montreal members have occasion to travel to the Ancient City and, when you do, call one or more of the Quebec members, or attend their meetings if you are in the city at the time, and so encourage their officers and support our off-spring.

Montreal Chapter

In accordance with the constitution formal application for the formation of a Montreal Chapter was made to the Council by some thirty members of the Institute. This application was approved and a committee set up to study and report on the necessary procedure to be followed. You will to-night be asked to take the next steps to bring the Chapter into being by accepting the Charter and electing Directors. When that is done you will have two bodies where one has functioned before, the Council of the Institute and the Directors of the Chapter, each with its officers and each with its separate responsibilities.

While I confess that there has been in my own mind some confusion as to the division of these responsibilities, in general it can be stated that the Institute Council will be responsible for the formation of Chapters, setting Chapter by-laws, allocation of fees, educational matters including the setting and holding of examinations and the granting of degrees, while the Chapter Directors' main responsibility, aside from controlling the general business of the Chapter, will be the planning and carrying through of a regular seasonal program of lecture meetings and other events. Insofar as the general membership in Montreal is concerned, there will be little outward evidence of the change.

Relations With Other Societies

Very friendly relations have been maintained between the Institute and its sister societies in the Province. Your President was invited as a head table guest to represent you at the Annual Meetings of the Canadian Credit Institute, the Society of Chartered Accountants of the Province of Quebec, Corporation of Public Accountants of the Province of Quebec, and also attended a Commemoration Meeting of the National Council for Canadian-Soviet Friendship. In arranging our annual Students' Night we were favored with the co-operation of the Society of Chartered Accountants and a most interesting, educational and entertaining evening was held, when their Students' Society debated the pros and cons of a socialist government for Canada with the students of our organization.

Our relations with the national society, the Canadian Society of Cost Accountants and Industrial Engineers, have continued to be close and have brought benefits to us through a nation-wide contact with affiliated societies. I might remind you that these affiliations include, besides the parent body and its Chapters in certain Provinces, the Society of Industrial and Cost Accountants of Ontario, the Society of Industrial Accountants of Alberta and the Society of Industrial Accountants of British Columbia. The Society of Industrial Accountants of British Columbia is the latest to secure a provincial incorporation, a bill to incorporate the Society having been

approved by the Legislature of the Province of British Columbia on March 23, 1945. Last year I had the good fortune to meet the President and Directors of their Society and, in a letter received from President Norman Terry a few days ago, he advises me that they are meeting monthly and have an active weekly study group. Since they have been incorporated they are hopeful of extending beyond the Vancouver district and establishing branches in other sections of the Province of British Columbia.

Before leaving this section of my report, I wish to record our great sense of loss at the sudden passing last July of Mr. R. Dawson, Secretary-Manager of the Canadian Society of Cost Accountants and Industrial Engineers. Much of the progress of the national body, as well as of our own Institute, in recent years was directly the result of his foresight, his energies and his abilities. Our deep sense of loss is evidenced by the magnificent response made to the appeal for funds to the Dawson Memorial Fund to which I have already referred. We are fortunate in having as his successor Mr. J. N. Allan, formerly Secretary-Treasurer of the Bay of Quinte Chapter, who has been a member of the Society for eight years, and we extend to Mr. Allan our best wishes for his success and our assurances of co-operation and support in the difficult task he has assumed.

You will be receiving notice of the Annual Meeting of the Canadian Society of Cost Accountants and Industrial Engineers, which this year is being held on June 15th and 16th at Kitchener, Ont. The arrangements and details regarding the program are in the hands of Mr. Allan and will be forwarded to you in due course. I would commend the event to you and suggest that if you can spare the time to make a trip to Kitchener, you will have an instructive and enjoyable two days and will at the same time be supporting our new National Secretary and demonstrating your interest in the affairs of this Society.

Conclusion

In concluding I would like to thank the members of the Institute, who have consistently supported our activities by regular attendance at our meetings, and to ask that they continue that support for the incoming Executive. There will be problems to face next year and they will require all the support you can give them. One of these problems is the embarrassment that comes from success. As you know, we have on occasion this year been rather overcrowded in these quarters and it is probable that the new Council will have to consider making arrangements elsewhere. This will likely involve additional expense and will make all the more pressing the need to maintain both our membership and the attendance at meetings. Notwithstanding the improved attendance record this year, there is a large number of members on our roster who are inactive. Should the new Council decide on finding more spacious accommodation, serious thought might be given to stirring up the interest of these inactive members. This suggests to each of us, who are vitally interested in the Institute and its future, that there is a contribution we can make to insure its continued success.

All of which is respectfully submitted.

JOHN J. F. BANCROFT, L.C.M.I.,
President, 1944-45.

May 4, 1945.

An Act to Incorporate the Cost and Management Institute

Whereas Jean Paul Rolland, general manager; Paul Kellogg, general manager; Jean C. Belle-Isle, secretary-treasurer; Percy W. Wright, Lorenzo Belanger, Reginald W. Louthood, Edward J. Loiselle and Albert V. Madge, accountants; all of the district of Montreal, have petitioned for their incorporation as the "Cost and Management Institute" ("Institut de Gestion Industrielle et Commerciale"), and to be vested with certain powers hereinafter mentioned, and it is expedient to grant their prayer;

Therefore, His Majesty, with the advice and consent of the Legislative Council and of the Legislative Assembly of Quebec, enacts as follows:

1. The persons named in the preamble, together with such other persons as may hereafter become members of the Institute, are hereby constituted a body corporate and politic under the name "Cost and Management Institute" ("Institut de Gestion Industrielle et Commerciale"), herein called "the Institute".

The head office of the Institute shall be at Montreal.

2. The general objects of the Institute shall be to promote and increase the knowledge, skill and proficiency of its members in all things relating to cost and industrial accounting, business organization and management and to act as employment supply for requirements in this field of endeavour.

3. The membership of the Institute shall be classified as general members, student members, certificated members, and fellows and such other classification of members as may be authorized by its by-laws. All applications for membership shall be subject to the approval of the council of the Institute.

General membership shall be available to anyone 18 years of age or over who is engaged in cost or industrial accounting or business organization and management.

Student membership shall be available to all persons following a recognized course in accounting, cost accounting or business organization and management leading to the Institute's examinations and shall be tenable for such period as may be laid down by the by-laws of the Institute.

Certificated membership shall be available to student or general members who pass the prescribed examinations of the Institute and otherwise fulfil the requirements of its by-laws.

Certificated members who have the experience and qualifications required by the by-laws and who pass the required examination of the Institute may be elected Fellows.

4. A register shall be kept at the head office containing the names of all members of the Institute of each classification in good standing.

Membership is restricted to those members whose names appear in the register of the Institute.

The said register, or a copy or extract thereof, certified by the secretary, shall be proof prima facie that the persons whose names are registered therein, are regularly qualified members of the respective classes of the Institute, and the absence of the name of any person from such register shall be proof prima facie that such person is not a member of the Institute.

That section of the register containing the names of all certificated members shall be open for inspection by the public at all reasonable times.

5. The Institute may help to establish and administer a benevolent fund for any member or the family of any deceased member of the Institute who may require financial assistance, and for that purpose may make and receive contributions.

6. The Institute may acquire and own, by purchase, lease, exchange or otherwise, premises and real estate, for its purposes, of a value not exceeding fifty thousand dollars, and may sell, hypothecate or otherwise dispose of the same; it may also receive and accept any gift, voluntary contribution or donation which may be made to it.

7. The affairs and business of the Institute shall be administered by a council of eight members, five of whom shall constitute a quorum, and who shall hold office for a term of one year and until their successors are elected; provided that any member of the council may be re-elected.

The Institute may by by-law, at any time and from time to time, increase and thereafter reduce to not less than eight the number of the members of the council and also increase and thereafter reduce to not less than five the quorum thereof.

The council may consist of members of any class but at least one half of the number of the members of the council shall be certificated members.

When a vacancy occurs in the council from any cause, the council shall appoint a member of the Institute to fill the vacancy until the next annual general meeting of the Institute.

8. A general meeting of the members of the Institute shall be held annually, at such time and place and upon such notice as provided in the by-laws of the Institute, for the purpose of electing the council and for such other business as may be brought before the meeting.

Special general meetings of the members may also be called and held in accordance with the by-laws of the Institute.

9. The council shall elect from its members a president, a first and a second vice-president, a secretary, and a treasurer or a secretary-treasurer, and may appoint a registrar and such other officers and employees as may be provided for in the by-laws of the Institute.

10. Without limiting its powers, the council may pass by-laws for the following purposes:

- (a) to prescribe all matters, conditions and requirements respecting examinations for admission as certificated members and as fellows, and the certificates to be granted to them;
- (b) to collaborate with educational institutions in establishing lectures, classes and examinations for members of the Institute in cost and industrial accounting, business organization and management;
- (c) to authorize agreements between the Institute and any university, college or school for such lectures, classes and examinations;
- (d) to regulate the admission, the qualification, the conduct, the suspension and expulsion of the members of the Institute;
- (e) to fix the admission and annual fees to be paid by the members and also the examination fees to be paid by applicants for the Institute's examinations;
- (f) to provide for the appointment, functions, duties, remuneration and removal of officers and employees of the Institute;
- (g) to establish chapters and to enroll members of the Institute;

- (h) to affiliate with any other body, corporate or unincorporate, having objects similar to those of this Institute;
- (i) to govern the election of members of the council;
- (j) to regulate the calling and holding of meetings of the members of the Institute and of its council and the procedure in all things at such meetings;
- (k) generally, to carry out the purpose of this act.

11. No member or office-holder shall in any manner be liable to, or charged with, the payment of any debt or demand due by the Institute beyond the amount of his unpaid fees.

12. Certificated members of the Institute in good standing only shall have the right to use the designation "Licentiate of the Cost and Management Institute" and to use after their names the initials "L.C.M.I." or "D.G.I.C."

Fellows of the Institute in good standing only shall have the right to use the designation "Fellow of the Cost and Management Institute" and to use after their names the initials "F.C.M.I." or "A.G.I.C."

Any person, not then being a certificated member or fellow of the Institute in good standing and taking or using the designation "Licentiate of the Cost and Management Institute" or "Fellow of the Cost and Management Institute" or the initials "L.C.M.I." (or "D.G.I.M.") or "F.C.M.I." (or "A.G.I.C.") or any name, title or description implying that he is a certified member or fellow of the Institute, shall be guilty of an offence and shall upon conviction incur a penalty not exceeding twenty-five dollars for each offence. This penalty may be recovered under the Quebec Summary Convictions Act and shall belong to the Institute and be paid to its treasurer.

13. This act shall not affect or interfere with the right of any person to carry on business in Quebec as a cost accountant, or industrial consultant, and of designating himself as such.

14. Any profits derived from carrying on the affairs and business of the Institute shall be devoted and applied solely in promoting and carrying out its objects and purposes and shall not be divided among its members.

15. The persons named in the preamble shall constitute the first council and shall hold office until their successors are elected in conformity with this act and, up to such time, shall have all the powers and be subject to all the obligations attached to members of such council by this act.

16. The first general meeting of the members of the Institute shall be held in the city of Montreal, within eight months after the date of the sanction of this act and at a date and place upon such notice as shall be fixed by the council as constituted by section 15 of this act.

17. This act may be cited as "The Cost and Management Institute Act, 1941".

18. This act shall come into force on the day of its sanction.

GENERAL BY-LAWS

Article I. Membership

1. The membership of the Institute shall consist of general, student and certificated members, as defined in Article 3 of the Act of Incorporation, known as "The Cost and Management Institute Act, 1941, Chapter 95, George VI, Statutes of Quebec, 1941. The Council may, in recognition of services rendered the Institute confer honorary membership on any

member. Such honorary membership will entitle the holder to all privileges.

2. All applications for membership shall be submitted to Council and shall contain the name and address of the applicant, his place of residence, age and occupation and such other information as may be required by the Council. The applicant shall be recommended by two members of the Institute in good standing.

3. Applications for student membership shall, before being submitted to the Council, be approved by the Committee on Education, who shall decide as to the validity of the courses being followed by the applicant. Student membership shall be tenable for three years only, but the Council may, by resolution, extend such membership for a period not exceeding two additional years.

4. A certificated member whose membership shall terminate for any cause, shall return his certificate to the Institute.

5. Members of Registered Societies may, at the discretion of the Council, be admitted, as certificated members without further examination.

6. No member shall be elected a Fellow of the Institute, unless he shall have had ten (10) years experience in cost accounting and business organization,—five (5) years of which shall have been in an executive capacity.

Article II. Registered Societies

1. Any incorporated Institute or Society which shall satisfy the Council that its standards of examination and conditions of membership conforms to the standards of examination and conditions of this Institute, shall be entitled to be registered accordingly and shall be designated a "Registered Society".

Article III. Council

1. The affairs and business of the Institute shall be administered by a Council of 16 members in good standing, of which at least 8 shall be certificated members, who shall be elected annually by ballot at the annual general meeting, as hereinafter provided.

2. The term of office of the Council shall be for one year, and all members shall retire at the Annual Meeting, but shall be eligible for re-election.

3. In the event of a vacancy or vacancies occurring in the Council through death, resignation or other causes, the Council shall elect a successor or successors, who shall hold office for the unexpired term of such member or members.

4. At least three months before the date of the annual general meeting, the Council shall appoint a Nominating Committee whose duty it shall be to present nominations for the Council for the following fiscal year, and their report shall be presented to Council at least 45 days before the date of the Annual Meeting. At least 30 days before the date of the Annual meeting, the Secretary shall mail to each member a list of such nominations. Any two members may present further nominations, provided that they be received at least 20 days before the date of the Annual Meeting. The notice of such Annual Meeting shall contain the names of those who have been nominated and those receiving the majority of votes cast at the Annual Gen-

eral Meeting shall be declared elected. In case of a tie, the President or person occupying the chair at the Annual Meeting shall have the deciding vote.

Article IV. Officers

1. The officers of the Institute shall consist of a President, a First Vice-President, a Second Vice-President, a Secretary and a Treasurer, who shall be elected by the Council from its members. The office of Secretary and Treasurer may be held by one person.

2. The President shall preside and preserve order at all meetings of the Institute and Council. In his absence, the Vice-President shall exercise the office as president. In the absence of the President and both Vice-Presidents, a chairman shall be elected by a majority of those present entitled to vote and voting.

3. The Secretary shall conduct the correspondence, notify members of the Institute and Council of all meetings to be held, record proceedings thereat, keep a record of the members as required by the Act of Incorporation, with their addresses, and perform such other duties as the Council may direct. Where the office of Secretary is vacant, or if the Secretary is unable from any cause, to perform his duty, the President of the Institute shall appoint some other person to act as Secretary pro tempore.

4. The Treasurer shall receive fees, subscriptions and other monies accruing to the Institute, dispose of the same as the Council may direct, prepare proper financial statements as of the thirtieth day of April in each year and perform such other duties as the Council may direct.

5. Two auditors, not members of the Council, shall be appointed at the Annual Meeting of the Institute.

6. The Council may appoint a Registrar and other officers who need not be members of the Institute and their term of office and duties shall be defined from time to time by resolution of the Council.

7. Remuneration of the officers and other employees of the Institute shall be determined by the Council.

Article V. Committees

1. The Council at its first meeting after its election shall appoint the following standing committees:

Committee on Membership

Committee on Education

The duties of these committees shall be defined from time to time by resolution of the Council.

2. The Council may from time to time appoint other committees for the purpose of facilitating business.

3. The president shall be ex-officio member of all committees.

Article VI. Fiscal Year

The fiscal year of the Institute shall terminate on the thirtieth day of April.

Article VII. Meetings

1. The Annual General Meeting of the Institute shall be held in the City of Montreal within three months of the close of the fiscal year and at such time and place as may be determined by resolution of the Council, for the purpose of receiving the report of the Council and the financial

statements, election of Council for the ensuing year, appointment of auditors and transaction of such other business as may be brought before the meeting.

2. Special General Meetings may be held by order of the President or Council or at the written request of 10 members of the Institute, at which Special General Meeting no other business than that specified in the notice shall be transacted.

3. Ten clear days notice shall be given to each member of such General Annual Meeting or Special General Meeting. Such notice shall be given by mail to the address of the members as appears on the books of the Institute.

4. The quorum at all meetings of the Institute shall be 15.

5. Meetings of the Council should be held at least quarterly at such time and place as may be determined by the Council. At least 3 clear days notice should be given of all meetings of the Council, unless such notice is waived by all the members of the Council.

6. The quorum at all meetings of the Council shall be 7.

7. At all meetings, each member present shall have one vote, and in case of a tie, the presiding officer shall have the deciding vote, in addition to his vote as a member.

Article VIII. Dues

1. The Council shall fix and determine from time to time by resolution, the annual dues and fees payable by all members of the Institute and shall also fix the dates at which such dues or fees are payable.

2. Any member of the Institute whose annual dues are not paid within six months after the date when such dues have become due and payable may be suspended by the Council from the privileges of membership. The payment of such dues shall (subject to the provisions of the Section next following) reinstate such member.

3. Any member of the Institute whose fees are not paid within twelve months after the date when such fees have become due and payable may be deemed to have terminated his membership and the Council may direct that his name be removed from the roll of the Institute. Such person may be readmitted to membership upon such terms as the Council may approve.

Article IX. Financial and Signing

1. The funds of the Institute shall be deposited in a chartered bank as directed by the Council.

2. All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by any two of the following officers:

President, Vice-President, Secretary, Treasurer, or by such other persons as the Council may authorize by resolution.

3. **Execution of Instruments.** Contracts, documents, or any instrument in writing requiring the signature of the Institute shall be signed by the President, or a Vice-President and by the Secretary and all contracts, documents and instruments so signed shall be binding upon the Institute without any further authorization or formality. The Council shall have power from time to time by resolution to appoint any other officer or officers on behalf of the Institute either to sign contracts, documents or

instruments in writing generally or to sign specific contracts, documents or instruments in writing.

The seal of the Institute may, when required, be affixed to contracts, instruments and documents in writing as aforesaid or by any officer or officers appointed by resolution of the Council.

Article X. Chapters

The Council may establish chapters in the Province of Quebec and shall enact rules and regulations for the conduct and government of such chapters.

Article XI. Affiliation With Other Societies

The Council may affiliate the Institute with any other institutes or society or body, corporate or incorporate, having objects similar to those of the Institute; but such act or acts of affiliation shall be approved and confirmed by at least three-quarters of the Council.

Article XII. Seal

The Seal, an impression whereof is stamped on the margin hereof, shall be the seal of the Institute.

Article XIII. Examinations

1. Examinations shall be held once a year at such times and places as the Council shall direct, and under such rules and regulations as shall be adopted from time to time by the Council.

2. Candidates passing the Final Examinations and complying with the rules and regulations as presented by Council, shall be entitled to receive a certificate, which certificate shall bear the signatures of the President and Secretary-Treasurer and the seal of the Institute.

Article XIV. Amendments to By-laws

These by-laws may be altered, amended or added to, by resolution of the Council, but such alterations, amendments or additions shall only become effective when approved and adopted at a General Meeting of the Institute, the notice calling such meeting having contained the proposed alterations, amendments or additions.

The following special by-law, to be known as By-law "A", was adopted:
BY-LAW "A"

A by-law respecting the borrowing of money by the Institute.

BE IT ENACTED by the Council of the Institute as a by-law thereof as follows:—

1. The Council may from time to time:—

- (a) Borrow money upon the credit of the Institute.
- (b) Limit or increase the amount to be borrowed.
- (c) Hypothecate, mortgage, or pledge the real or personal property of the Institute, or both, to secure any money borrowed for the purposes of the Institute.

2. The Council may from time to time authorize any Member or Members of the Council, officer or officers of the Institute or other person or persons, whether connected with the Institute or not, to make arrangements with reference to the money borrowed or to be borrowed as aforesaid, and as to the terms and conditions of the loan thereof, and as to the securities to be given therefore, with power to modify or vary such arrange-

ments, terms and conditions and to give such additional securities for any moneys borrowed or remaining due by the Institute as the Council of the Institute may authorize and generally to manage, transact and settle the borrowing of money by the Institute.

3. The Council may from time to time authorize any Member or Members of the Council, officer or officers or other person or persons, whether connected with the Institute or not, to sign, execute and give on behalf of the Institute all documents, agreements and promises necessary or desirable for the purposes aforesaid and to draw, make, accept, endorse, execute and issue cheques, promissory notes and other negotiable or transferrable instruments, and the same and all renewals thereof or substitutions therefor so signed shall be binding on the Institute.

4. The powers hereby conferred shall be deemed to be in supplement of and not in substitution for any powers to borrow money for the purposes of the Institute possessed by its Council or officers independently of a borrowing by-law.

The following regulations covering the requirements for the certificates to be presented by the Institute were adopted.

Examination Regulations

(a) General:

DEGREE—

1. The Institute will grant a degree of "Licentiate of the Cost and Management Institute" and the use of the letters "L.C.M.I." to persons passing the prescribed examinations, submitting an acceptable Cost Accounting Thesis, and otherwise fulfilling the requirements as laid down by the Society.

2. The examinations of the Institute will be held simultaneously at dates in the month of April or May, as may be specified annually.

3. Examinations will be held at such points as may be decided by the Institute but the Institute will endeavour to hold such examinations at all points at which there are two or more candidates.

4. Supplementary examinations may be held at the option of the Educational Committee.

5. Applications for examinations shall be submitted on the forms prescribed by the Institute.

6. Candidates may submit answers to the examination question in either English or French.

7. The "Pass" mark for each subject shall be 60% and the "Honour" mark, 80%.

8. The time allowed for each examination shall not be less than three hours.

9. Any candidate found guilty of any dishonest practice in an examination will be liable to permanent disqualification for examination standing and for membership in the Institute.

10. It is recommended that candidates shall have passed the Preliminary Examination in its entirety before applying for examination in any subject under the Final Examination.

Exemption

11. Candidates for the Preliminary Examinations may obtain exemption for (a) Bookkeeping or (b) Accounting by applying for such exemption and furnishing acceptable certificate or other satisfactory proof:

That they have passed the Intermediate Examination of any of the following bodies:

Any Society or Institute belonging to the Dominion Society of Chartered Accountants:

Corporation of Public Accountants of the Province of Quebec;

Association of Accountants and Auditors of Ontario; or

That they have passed equivalent examinations of which the Institute approves.

12. Candidates may obtain exemption in other subjects by applying for such exemption and furnishing acceptable certificate or other proof that they have passed equivalent examinations of the Canadian Society of Cost Accountants and Industrial Engineers or affiliated provincial societies.

Examination Fees

13. The fees for examinations will be as follows:

Preliminary Examination—one subject \$5.00; complete \$10.00; Final Examination—each subject \$5.00.

No fees shall be required for the Cost Accounting Thesis.

Fees for Supplementary Examinations shall be \$5.00 per paper.

14. The fee must accompany the application for examination and it will be returned if the application is not accepted or if the examination is not held in a locality, which in the opinion of the Educational Committee, is sufficiently convenient for the Candidate.

15. The Council of the Institute may rescind or adjust fees for a subject of the Preliminary Examination under special circumstances, if, in the opinion of the Educational Committee, such action appears desirable.

Examiners

16. The Educational Committee of the Institute shall each year appoint qualified examiners for the respective subjects. The duties of the examiners shall include preparation of the examinations and the inspection and marking of the candidates' papers.

Qualifications for Degree

17. Candidates, before being awarded the degree of Licentiate of the Cost and Management Institute, shall have had at least four years experience in accounting, and shall submit satisfactory certificates in confirmation thereof. Candidates shall have attained the age of twenty-three years before the granting of such degree. Candidates shall be members of the Institute in good standing at the time at which the degree is granted to them.

18. Certificates shall be presented to successful candidates in recognition of the fact that they have passed the Institute's prescribed examination and satisfied its other requirements. Such certificate shall remain the property of the Cost and Management Institute.

Certificate and Term

19. Successful candidates shall be entitled to retain such Certificate and to use the degree "Licentiate of the Cost and Management Institute"

and the letters "L.C.M.I." during such period as they may remain members of the Institute in good standing, and conform to its regulations. On termination of membership in the Institute, the candidate shall surrender the Certificate which has been granted to him and shall discontinue the use of the degree of "Licentiate of the Cost and Management Institute" and the letters "L.C.M.I." as from that date.

Amendments

20. These regulations shall be subject to amendment at any time on resolution of the Council of the Institute.

(b) Preliminary Examinations:

The subjects for the Preliminary Examinations shall be as follows:

Bookkeeping
Accounting
Fundamentals of Cost Accounting

(c) Final Examinations:

The subjects for the Final Examinations shall be as follows:

Industrial Organization and Management
Industrial Legislation
Advanced Cost Accounting
Cost Accounting Thesis

OUTLINE OF SUBJECTS

Preliminary Examination

(a) Bookkeeping:

Principles of debit and credit, and the double entry bookkeeping system, including the use of control accounts for subsidiary ledgers, up to and including the closing of a set of books and preparation of trading and profit and loss statements and balance sheets; invoices, statements of accounts, bills of exchange and notes; bills of lading and other commercial documents; capital and revenue receipts and expenditures; reserves for bad debts and discounts; depreciation and reserves for depreciation; columnar journals for departmental concerns; cash books, imprest system for petty cash; adjustments for interest, expenses paid in advance, accrued charges; working sheets; single entry.

BOOKS SUGGESTED

120 Graduated Exercises in Bookkeeping, by Thompson, published by Sir Isaac Pitman & Sons (Canada) Ltd., Toronto. Key. Knowledge of definitions from beginning to Capital and Revenue expenditure and from gross profit to balance sheet, inclusive. Knowledge of the uses of all rulings.

Accounting, by Smail & Walker, published by Ryerson Press, Toronto.

Modern Accounting, by Sprott & Short, published by Commercial Text Book Co., Toronto.

Elements of Accounting, by Ferguson & Crocombe, published by Sir Isaac Pitman & Sons (Canada) Ltd.

Introduction to Principles of Accounting, by H. A. Finney, published by Prentice-Hall Inc., New York.

Etude de la Comptabilite, par Frere Irene, C.G.A.

(b) Accounting:

Operating Statements and Balance Sheets; Trading, general operating

or profit and loss, net income, surplus or appropriation; current and fixed assets and liabilities.

Partnership: The agreement, various kinds of partners; various methods of sharing profits and losses; closing off a set of partnership books; admission of a new partner; consolidation of partnership, dissolution and sale to a company. Goodwill and its Valuation.

Manufacturing Accounts: Definition of charge-headings and subdivision and grouping; factory ledger and its accounts; closing off the books of a manufacturing partnership and of a manufacturing company; manufacturing statements.

Criticism of Operating Accounts: Methods of comparison of figures for successive periods; cross-checks.

Departmental Accounts: Organization and records required; internal check; distribution of expenses over departments; statements to show results of departments separately; comparison of results of departments' operations.

Voucher Register System.

Depreciation, Obsolescence, Depletion, Reserves, Sinking Funds: Reserves which must be made before net profits ascertained; reserves of profits. Various methods of Quotation, such as: F.O.B., C.I.F.

Incorporated Companies: How a public company is formed, directors, shareholders: public and private companies; limited liability; common and preferred share capital; different kinds of shares, par and no par; authorized, subscribed, called and paid capital; bonds and debentures, discounts and premiums; capital and revenue profits and losses; dividends.

BOOKS SUGGESTED

120 Graduated Exercises in Bookkeeping, by Thompson, published by Sir Isaac Pitman & Son (Canada) Ltd., Toronto. Exercises R to Z, AA, BB and CC. Knowledge of all definitions. Knowledge of subdivision of statements.

Accounting, by Smalls & Walker, published by Ryerson Press, Toronto.

Elements of Accounting, by Ferguson & Crocombe, published by Sir Isaac Pitman & Sons (Canada) Ltd., 1936.

Principles of Accounting, by H. A. Finney, Vol. I Intermediate; Vol. II Advanced; published by Prentice-Hall Inc., New York.

Etude de la Comptabilite, par Frere Irene, C.G.A.

(c) Cost Accounting:

A knowledge of the fundamentals of cost accounting; the essential records, and methods of arriving at cost, including the following: Purposes of cost accounting; elements of cost; process cost systems; job cost systems; controlling accounts and the cost records; accounting for materials; material storage and consumption; perpetual inventories and stores control; valuation of materials; accounting for labor cost; wage systems; accounting for manufacturing expense; distribution of service department costs; distribution of manufacturing expense to production; the cost to make and sell; sundry forms; monthly closing entries; preparation of operation and financial statements; cost reports.

BOOKS SUGGESTED

Cost Accounting, by W. B. Lawrence, published by Prentice-Hall Inc., New York. Chapters 1-20.

Cost Accounting, by C. L. Van Sickle, published by Harper & Bros. New York.

Cost Accounting, by J. G. Blocker, published by McGraw-Hill Book Co., New York.

Cost Accounting, by Nicholson & Rohrbach, published by Ronald Press Co., New York.

Cost Accounting Lecture Series, Walton School of Commerce.

FINAL EXAMINATION

(a) Industrial Organization & Management:

A knowledge of internal organization, both office and plant, of leading types of business concerns, and the functioning of the various departments, including the following: legal forms of business; general plan of organization of a business; departmental functions and organizations, purchasing, production advertising, sales, shipping, finance, stores accounting, cost accounting, credit and collection, engineering, traffic, power, maintenance, executive control, location of plant; design and equipment; office organization and management; factory organization and management; employment; wage systems; welfare work; development of new products; net profit angle.

BOOKS SUGGESTED

"The Administration of Industrial Enterprises," by Edward D. Jones. published by Longmans, Green & Co.

"Industrial Organization and Management," by Ralph C. Davis, published by Harper & Bros.

"Organization and Management in Industry and Business," by Wm. B. Cornell, published by Ronald Press Co.

(b) Industrial Legislation:

International industrial law including the organization and work of the International Labour Organization, convention ratified by Canada, and difficulties incidental to the ratification and implementation of conventions by the Canadian parliament, recommendations of the Rowell-Sirois Commission; the labour contract (lease and hire of services and work by estimate and contract); collective bargaining; minimum wage legislation; extension of labour agreements; industrial accidents (liability at common law towards both employees and strangers and the Quebec workmen's compensation act); unemployment insurance, old age insurance, health insurance, the protection of Canadian labour against low standard immigration (the immigration act, the alien labour act); illegal combinations, trade unions; the right to strike; picketing, labour disputes (Dominion and provincial legislation and the war emergency); factory legislation (employment of women and children and employment in dangerous industries); the protection of patents, trade names and industrial designs; Canadian copyright law; unfair competition; fiscal legislation including national defence tax, the excess profits tax, the federal and provincial incomes taxes, the federal, provincial and municipal sales taxes.

(c) Advanced Cost Accounting:

Advanced and detailed knowledge of costing problems, records and practice, and cost accounting in relation to inventories, budgetary control, and other devices of the various departments of a business, including the following: estimating cost systems, budgetary control, the variable budget, characteristics and uses of standard costs, variances, accounting for standard

costs, special considerations, interest on investment, uniform cost methods, building up the cost sheet, advantages for auditing, statements, cost reports, graphic charts in cost work, actual working out of a practice cost system.

BOOKS SUGGESTED

Cost Accounting, by W. B. Lawrence, published by Prentice-Hall, Inc.; New York. Complete.

Cost Accounting, by C. L. Van Sickle, published by Harper & Bros., New York.

Cost Accounting, by J. G. Blockre, published by McGraw-Hill Book Co., New York.

Cost Accounting Lecture Series, Walton School of Commerce.

The Flexible Budget, by John H. Williams, published by McGraw-Hill Book Co., New York.

Basic Standard Costs, by Eric A. Cammon, published by American Institute of Accountants, New York.

(d) Cost Accounting Thesis:

A description, of not less than 6000 or more than 12,000 words in length, of a cost accounting system in a major industry, and including specimens of the principal forms used. It should cover actual costs, standard costs, and preferably budgetary control. A description of costing in a small concern, or in one department of a major concern, may be accepted if it covers both fundamentals and details.

Two typewritten copies shall be presented by the candidate. Forms and plans need not necessarily be typed. The thesis shall be prepared privately by the candidate and shall be entirely his own composition.

The candidate, at the option of the examiners, may be required to pass an oral examination on his thesis.

Applications for Student Membership must be supported by documentary evidence in respect of the course in which the applicant is enrolled. The Educational Committee decides if such course is one leading to the Society's Examinations for qualification for the Degree and if so, recommends the application, which then comes up for approval at a Council Meeting.

Applications for Examinations must be made on the prescribed form accompanied by payment of fees on or before a date which is set by the Educational Committee. If exemption in Bookkeeping and or Accounting is requested on the application, the necessary document supporting such claims must be affixed.

Objects of the Institute:

(a) To promote the study and application of the Science of Cost Accounting and Industrial Management.

(b) To develop and foster in commerce and industry a wider adoption of scientific organization and cost accounting methods as an aid to management and executive control.

(c) To provide an organization to facilitate the increase in knowledge and proficiency of its members, in all matters relating to Cost Accounting and allied branches of Commercial and Industrial Management.

(d) To advance the profession of Cost Accounting and Industrial Management by granting degrees to qualified members and licensing the use by them of titles and initials signifying the possession of standard qualifications.

The Society of Industrial Accountants of Alberta



W. NOBBS, R.I.A.
President
1945 - 46

OFFICERS AND MEMBERS OF COUNCIL 1945-46

President—Walter Nobbs, R.I.A., Succession Duties Branch, Department of National Revenue, Calgary.

1st Vice-President—J. B. Whelihan, R.I.A., Northwestern Utilities Ltd., Edmonton.

2nd Vice-President—T. R. Humphries, R.I.A., Alberta Wheat Pool, Calgary.

Secretary-Treasurer—F. H. Ougden, R.I.A., Union Packing Co. Ltd., Calgary.

Council—A. P. Bowsher, R.I.A., Pacific Petroleums Limited, Calgary; J. V. Dodds, R.I.A., Macdonalds Consolidated Ltd., Edmonton; A. E. McDonald, R.I.A., Merrick Drug Stores Ltd., Edmonton; W. L. McPhee, R.I.A., Canadian Western Natural Gas, Light, Heat & Power Co. Ltd., Calgary;

G. S. Perring, R.I.A., Gainers Limited, Edmonton; J. A. Tupper, R.I.A., Sunland Biscuit Co. Ltd., Edmonton; J. G. Duncan, C.A., R.I.A., Patriquin, Johnstone & Co., Edmonton; C. S. Evins, R.I.A., Accountant, Calgary.

CHAPTER OFFICERS AND DIRECTORS

1945 - 46

Calgary Chapter

Chairman—A. P. Bowsher, R.I.A., Pacific Petroleum Ltd.

Vice-Chairman—T. R. Humphries, R.I.A., Alberta Wheat Pool.

Secretary-Treasurer—T. A. Montgomery, R.I.A., Canadian Utilities Ltd.

Directors—G. N. Hall, Alberta Pacific Grain Co. Ltd.; H. H. Hutton, R.I.A., Burns & Co. Ltd.; A. W. McNeil, R.I.A., The Royal Trust Co.; L. J. Rosling, R.I.A., Revelstoke Sawmill Co. Ltd.

Edmonton Chapter

Chairman—J. V. Dodds, R.I.A., MacDonalds Consolidated Ltd.

Vice-Chairman—J. G. Duncan, C.A., R.I.A., Patriquin & Johnstone.

Secretary—J. S. Henderson, R.I.A., Great West Saddlery Co. Ltd.

Treasurer—W. Plowman, City of Edmonton.

Directors—L. Dallison, R.I.A., Marshall Wells Alta. Co. Ltd.; L. P. Green, R.I.A., Norwood Foundry Ltd.; J. H. Miller, R.I.A., Northwestern Utilities Ltd.; George Perring, R.I.A., Gainers Ltd.; Dwight Robinson, Provincial Government.

THE PRESIDENT'S REPORT

Our first fiscal period ended on April 30th, therefore this is our First Annual Meeting and I have much pleasure in reporting upon the activities and financial position of the Society.

At the outset of the fiscal year we received the shocking news of the sudden death of Dick Dawson, at Hamilton. He had become well known to a number of us as he had made several trips to the West. His counsel and assistance in the organizing and establishing of our Provincial Society will long be remembered. He gave unselfishly to the building up of our Society across the Dominion and I remember that during his last visit with us, he mentioned that our membership had now passed the 1,000 mark in Canada. This was a real milestone to him and related his sincere and conscientious attitude towards his work. His loss will long be felt and his place most difficult to fulfil.

Our membership now stands at 91, 63 of which are Registered Members, 20 General Members and eight Student Members. Forty-one of the total are attached to the Calgary Chapter and 49 to the Edmonton Chapter, with one non-resident Registered Member now located at Winnipeg. Our net increase in membership is 28 for the year.

Our future lies in the Student Membership field to a great extent, and it is encouraging to note that we have made a start. Three Students sat for their first examinations this spring. These three belonged to the Edmonton Chapter and arrangements were made with the University of Alberta to preside over the exams. Results of the Students' marks is not yet known as the papers are being marked in the East. The examination papers are set by the Dominion Society and also the dates upon which each

paper must be written. The papers were sent direct to the University and the answers were mailed back East by them.

It is hoped that a larger number will avail themselves of our courses this coming year and that our Student Body will become an important part of our membership. All members should use every opportunity to enlist and encourage new Students. You will be rendering a service not only to the Society, but to the Student and to the Accounting Profession in general. Our courses of study are economical and convenient. Enrolments should be made through your Chapter Secretary or direct to the Provincial Secretary so we can keep track of our local Students and offer them all the assistance possible. Those who are already studying a course may become Student Members by paying the fee of \$5.00 per annum.

While I am on the subject of members, we would like to see an increase in the number of General Members. There are a great number of men and women employed in the accounting field in our Province and they are all prospective General Members. I would like to see our total membership doubled this current year and this could be accomplished if every present member would set a goal of obtaining at least one new member during the next twelve months.

Your Provincial Council held two meetings during the year, one immediately following the General Meeting last year, and one this morning. Rules governing Student Membership were adopted and have been printed. They are available for the asking and should be given to all Students. These rules are identical with those adopted by the Ontario Society and we understand will be adopted throughout the Dominion. Formal Affiliation Agreement with the Dominion Society and through them with all other Provincial Societies, is in the course of preparation and will be completed following the Annual Meeting of the Dominion Body to be held in Kitchener on June 15th and 16th next. This agreement will provide uniform standards of proficiency, recognition of each others Degree for Registered Members, uniform study courses and examinations, provincial representation on the Dominion Board of Directors, etc.

We are indeed glad to learn that the boys in our sister province of British Columbia have been successful in obtaining their Provincial Charter. Our congratulations have been tendered to them on your behalf. This makes the fourth province to be incorporated and we hope that Manitoba may be the next to fall in line.

Both of our Chapters had very successful years. Each held regular bi-monthly meetings during the fall and winter season. Calgary Chapter held 11 meetings where speakers gave talks on interesting subjects, and two meetings devoted to panel discussions. Their Annual Meeting was held on the 27th of April and Walter Nobbs was elected as the Chapter representative on the Provincial Council. Their financial statement has been filed with the Council for the year ended April 30th last. The Edmonton Chapter held 13 meetings, 12 of which included a lecture course conducted by members of the Accounting Department of the University of Alberta. This was undertaken more or less as an experiment, and it proved very satisfactory. A great deal of credit is due the Chairman of the Chapter for this undertaking. Also to Mr. F. G. Winspear, C.A., R.I.A., who is the Professor of Accounting for the University, for preparing the lecture course and very ably giving a number of the lectures himself. The financial statement of the Edmonton

Chapter is also on file, and George Perring was elected as the Chapter representative on the Provincial Council for the ensuing year.

The report of the Auditors of the Provincial Society will be submitted to you later for your consideration. However, I would like to make one or two observations. This report covers the organization period of January 1st, 1944, to April 30th of the same year as well as for the fiscal year ended on April 30th, 1945. It will be noted that the Exemption Fees collected from the chartered members amounted to \$630.00 and the incorporation expenses came to \$594.90, details of which were submitted to you at our General Meeting last year. The surplus on the fiscal year's operations amounted to \$174.50 and with the balance brought forward from the organization period of \$35.04 makes our present total surplus of \$209.54. All membership fees were made to fall due on May 1st, 1945, and as most of the members had prepaid fees as at April 30th, 1944, the Society did not benefit by a full year's fees. It was considered advisable to make the first year suffer in order to put this policy into effect. Henceforth a full year's fees will be collected during the year and it would amount to approximately double the amount received this year on the present membership. One half of the fees collected this year were remitted to the Dominion Society according to agreement.

It had been expected that the Dominion Society would have published the Year Book since our last General Meeting and in it would be a copy of the By-laws of this Society. This would save us the expense of having same printed and distributed to the members. As you know, no permanent Secretary to take the late Mr. Dawson's place was appointed until the end of March this year; this is the reason that no Year Book was published. The book will be published we expect sometime this fall and our By-laws will be included. A copy of the Auditors' Report will also be included up to April 30th, 1945. This method consolidates the expense involved and is more economical. It also gives each member an opportunity to compare each of the Provinces and to get the overall picture of the Dominion in one booklet.

We are very much indebted to the Provincial Secretary for his good work and thoroughness in looking after the Society's interests and affairs since its inception. His time has been given freely and without remuneration.

It has been a great privilege and honor for me to have acted as your first President and I want to thank you all for the wholehearted co-operation which has been given me.

Respectfully submitted on behalf of the Provincial Council.

(Sgd.) J. A. TUPPER,
President.

An Act to Incorporate the Society of Industrial Accountants of Alberta

(Assented to March 24, 1944.)

Whereas John A. Tupper, Frederick D. Sutcliffe, William R. Evans, John B. Whelihan, Adrian E. McDonald of the City of Edmonton in the Province of Alberta, and Walter, Nobbs, Fred H. Ougden, John W. Randall, Robert B. Strange, W. Lloyd McPhee of the City of Calgary in the Province of Alberta, have by their petition represented that they, together

with the other persons who have signed the said petition, are desirous of being incorporated under the name "The Society of Industrial Accountants of Alberta" for the purpose of increasing the knowledge, skill and proficiency of its members in all things relating to cost and industrial accounting, business organization and administration and generally for the carrying out of the objects of the Society; and whereas the said petitioners have prayed that an Act may be passed for such purpose; and whereas it is expedient to grant the prayer of the said petition;

Therefore, His Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Alberta, enacts as follows:

1. The persons named in the preamble, together with the other persons who have signed the said petition and such other persons as may hereafter become members of the Society, are hereby constituted a body corporate and politic under the name "The Society of Industrial Accountants of Alberta," herein called "the Society."

2. The general objects of the Society shall be to promote and increase the knowledge, skill and proficiency of its members in all things relating to cost and industrial accounting, business organization and administration.

3.—(1) Membership in the Society shall be open to any one 16 years of age or over who is engaged in or interested in cost and industrial accounting, business organization and administration.

(2) The Society shall have three classes of members, namely; registered members, general members and student members.

4.—(1) A register, which shall be open for inspection by the public at all reasonable times, shall be kept containing the names of all members of the Society in good standing.

(2) Only those members whose names appear in the register shall be entitled to the privileges of membership in the Society.

5. The Society may establish and administer a benevolent fund for any member or the family of any deceased member of the Society who may require financial assistance, and for that purpose may make or receive contributions.

6. The Society may purchase, sell, mortgage, lease or otherwise deal with such real property as is actually required for its purpose.

7.—(1). The affairs and business of the Society shall be controlled, managed and regulated by a Council which shall consist of at least ten qualified members, five of whom shall constitute a quorum, and who shall hold office for a term of one year and until their successors are elected; provided that any member of the Council may be re-elected.

(2) When a vacancy occurs in the Council from any cause, the Council shall appoint any registered member of the Society to fill the vacancy until the next annual meeting of the Society.

8.—(1) A general meeting of the Society shall be held annually for the purpose of electing the Council and for such other business as may be brought before the meeting.

(2) A general meeting shall be held at such time and place, upon such notice and otherwise as is provided in the by-laws of the Society.

9. The Council shall elect from its members a president, a first and a second vice-president, a secretary, and a treasurer or a secretary-treasurer and may appoint a registrar and such other officers and employees as may be provided for in the by-laws of the Society.

10.—(1) The Council may pass by-laws which shall not come into force until approved at an annual general meeting of the Society or at a special general meeting thereof called for the purpose of considering same,—

(a) to prescribe a curriculum and the course of studies to be pursued by members in cost and industrial accounting, business organization and administration and the subjects upon which candidates for admission to registered membership shall be examined, and for granting certificates to registered members;

(b) to establish lectures and classes for members of the Society in cost and industrial accounting; business organization and administration;

(c) authorizing an agreement between the Society and any university, college or school for such lectures or classes as may come within the course of studies prescribed by the by-laws of the Society;

(d) to regulate the conduct of the members of the Society, including the suspension or expulsion of any member for misconduct or violation of the by-laws or regulations of the Society;

(e) providing for the payment of salary to the secretary, the treasurer or the secretary-treasurer, the registrar and any other officer or employee of the Society and fixing the duties of each of them;

(f) fixing the examination fees to be paid by members and candidates for admission to membership in the Society, and the annual fees to be paid by members;

(g) to establish chapters of the Society within Alberta;

(h) to affiliate any other body, corporate or unincorporate, having objects similar to those of the Society;

(i) governing the election of members to the Council;

(j) fixing of procedure to be adopted at meetings;

(k) generally for the carrying out of the purposes of this Act.

(2) Any by-law of the Society may be annulled by the Lieutenant-Governor in Council.

11.—(1) Every registered member of the Society shall have the right to use the designation "Registered Industrial Accountant" and may use after his name the initials R.I.A., indicating that he is a Registered Industrial Accountant.

(2) Every person taking or using the designation "Registered Industrial Accountant" or the initials "R.I.A." or any name, title or description implying that he is a member of the Society, unless authorized so to do, shall be guilty of an offence and shall upon summary conviction be liable to a fine not exceeding \$25.00 for each offence.

12. This Act shall not affect or interfere with the right of any person from carrying on business in Alberta as a cost accountant, or industrial accountant, or professional accountant, and from designating himself as such.

13. Any surplus derived from carrying on the affairs and business of the Society shall be devoted and applied solely in promoting and carrying out its objects and purposes and shall not be divided among its members.

14. The persons named in the preamble are hereby constituted a Provisional Council with power to call the first annual general meeting of the Society at such time and place, upon such notice and otherwise as to them appears advisable, having regard to the interests of the Society; provided

that such meeting shall be called within three months after the day upon which this Act comes into force.

15. This Act shall come into force on the day upon which it receives the Royal Assent.

16. This Act may be cited as "The Society of Industrial Accountants of Alberta Act, 1944."

BY-LAWS

BY-LAW No. 1

A by-law relating generally to the transaction of the business and affairs of the Society.

Head Office

1. The Head Office of the Society shall be in the Province of Alberta and at such place therein as the Council of the Society may from time to time decide.

Seal

2. The seal, an impression whereof is stamped on the margin hereof, shall be the seal of the Society.

Council

3. **Number.** The affairs and business of the Society shall be controlled, managed and regulated by a Council which shall consist of ten registered members, with each chapter of the Society being represented thereon.

4. **Qualification.** The qualification of a member of the Council shall be that he is a Registered Member of the Society in good standing.

5. **Term of Office.** The Members' term of Office shall be for one year from the meeting at which they are elected or appointed, or until their successors are elected or appointed. When a vacancy occurs in the Council from any cause, the Council shall appoint any registered member of the Society to fill the vacancy until the next annual meeting of the Society or for the balance of the unexpired term of the vacating member.

6. **Vacation of Office.** The office of a Member of the Council shall ipso facto be vacated:—

(a) If he becomes a bankrupt or suspends payment or compounds with his creditors or makes an authorized assignment or is declared insolvent.

(b) If he is found to be a lunatic or becomes of unsound mind.

(c) If he ceases for any cause to qualify for the office of a Member of the Council.

(d) If by notice in writing to the Council he resigns his office.

7. **Election and Removal.** Election of Members of the Council shall be by ballot.

(a) The Secretary shall at least thirty days prior to the Annual Meeting, notify all Registered and General Members that nominations for Council will be received by him up to fourteen days before the Annual Meeting.

(b) The whole Council shall retire at the annual meeting at which Members are to be elected but shall be eligible for election if otherwise qualified.

(c) Any candidate or candidates eligible for election to the Council at an Annual Meeting shall be nominated in writing by two members of the Society and such nomination shall be presented, mailed or otherwise delivered to the Secretary not less than fourteen days before the Annual Meeting.

(d) The Secretary shall prepare and mail to each Registered and General Member in good standing, a voting paper containing the names, alphabetically arranged, of those nominated for the Council, at least seven days before the date of the Annual Meeting and the Council shall be elected by means of such voting papers, whether the members voting be present at or absent from the Annual Meeting.

(e) Each member shall be entitled to vote for as many candidates as there are members to be elected to the Council. In the event of a member voting for more candidates than the number to be elected such voting paper shall be null and void.

(f) The voting papers when completed, shall be enclosed in an envelope provided for the purpose and mailed or delivered to the office of the Secretary prior to the commencement of the meeting at which the election is to take place.

(g) The President shall, on or before the date fixed for the Annual Meeting, appoint three Registered Members of the Society who shall act as Scrutineers for the election of the Council and who shall not have been nominated as candidates for election thereto. The Scrutineers shall count the voting papers and shall prepare a certified, alphabetical list of those elected, and return the same to the Secretary, who shall declare the result of the voting. The voting papers, after being counted, shall be placed in a sealed package and delivered to the Secretary for destruction.

(h) The number of persons who, from time to time are to constitute the Council, have received the highest number of votes shall be declared elected as members of the Council for the ensuing year.

(i) If an equality of votes between two or more persons leaves the election of one or more of the candidates undecided, the Scrutineers shall forthwith put into a ballot box a number of papers with the names of the candidates having such equality of votes written thereon, one for each such candidate, and the chairman shall draw by chance from such ballot box one or more of such papers sufficient to make up the required number, and the persons whose names are upon the papers so drawn shall be declared to have been elected to the Council.

(j) It is provided always that any Member or Members of the Council may, at any time, be removed from office and one or others appointed instead by resolution passed at a special general meeting of the Society called for that purpose.

(k) A retiring Member of the Council shall retain office until the dissolution of the meeting at which his successor is elected.

(l) Each Chapter of the Society, when and as established, may elect a Registered Member of the Society to serve on the Council if not otherwise represented.

Meetings of the Council

8. **Place and Notice.** Council meetings may be held at such place or places and at such time or times the Council may determine. Meetings of the Council may be held at any time without formal notice if all the Members are present or those absent have signified their consent in writing to the meeting being held in their absence. The Secretary by the direction of the President or a Vice-President or any four members of the Council shall convene a meeting of the Council. Notice of such meeting shall be delivered or mailed or telegraphed to each Member seven days (exclusive of the day on which the notice is delivered, mailed or telegraphed but inclusive of the day for which notice is given) before the meeting is to take place. Notice of any meeting or any irregularity in any meeting or the notice thereof may be waived by any Member of the Council.

9. **Quorum.** Five of the Members of the Council shall constitute a quorum for the transaction of all matters and business before it.

10. **Voting.** Questions arising at any meeting of the Council shall be decided by a majority of votes. In the case of an equality of votes the Chairman in addition to his original vote shall have a second or casting vote.

Remuneration

11. The remuneration, if any, to be paid the Members of the Council shall be such as the Council shall from time to time determine and such remunerations shall be in addition to the salary paid to any Officer of the Society who is also a Member of the Council. The Council may also by resolution award special remuneration to any Member undertaking any special services on behalf of the Society and the confirmation of any such resolution or resolutions by the Society shall not be required.

For the Protection of the Council

12. No Member of the Council, Auditor, Secretary or other Officer for the time being of the Society shall be liable for the acts, receipts, neglects or defaults of any other Member of the Council or Officer or Employee or for any loss, damage or expense happening to the Society through the insufficiency or deficiency of title to any property acquired by order of the Council for and on behalf of the Society or for the insufficiency or deficiency in or upon which any of the moneys of or belonging to the Society shall be placed out or invested or for any loss or damages arising from the bankruptcy, insolvency or tortious act of any person, firm or corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his respective office or trust or in relation thereto unless the same shall happen by or through his own wilful act or default.

Officers

13. **The Officers of the Society.** The Officers of the Society shall be a President, a First and Second Vice-President, a Secretary and a Treasurer or a Secretary-Treasurer and any such other Officers and employees, including a Registrar, as the Council may from time to time determine. None of the said Officers except the President or Vice-Presidents, need be a Member of the Council.

14. **Election and Appointment.** The Council, at its first meeting after election, shall elect the President, First and Second Vice-Presidents, from among their own number, and appoint a Secretary and a Treasurer. In case and whenever the same person holds the office of Secretary and Treasurer he may, but need not, be known as the Secretary-Treasurer. The Council may appoint such other officers and agents as it shall deem necessary, who shall have such authority and shall perform such duties as from time to time shall be prescribed by the Council.

15. **Remuneration and Removal of Officers.** The remuneration of all Officers shall be determined from time to time by resolution of the Council. The fact that any Officer or employee is a Member of the Council or of the Society shall not disqualify him from receiving such remuneration as may be determined. All Officers, in the absence of an agreement to the contrary, shall be subject to removal by resolution of a majority of two-thirds of the entire Council at any time, with or without cause.

16. **Delegation of Duties.** In case of the absence of the President, First and Second Vice-Presidents, or any other Officer of the Society or for any other reason that the Council may deem sufficient, the Council may delegate the powers of such Officer to any other Officer or to any other Member of the Council for the time being, provided that a majority of the entire Council concur therein.

17. **The President.** The President shall be the chief executive officer of the Society. He shall, if present, preside at all meetings of the Society and of the Council; he shall sign all instruments which require his signature and shall perform all duties incident to his office and shall have such other powers and duties as may from time to time be assigned to him by the Council.

18. **The Vice-Presidents.** The Vice-President, or if more than one, the Vice-Presidents in order of seniority shall be vested with the powers and shall perform all the duties of the President in the absence of, the disability of, or the refusal to act of the President. The Vice-President or, if more than one, the Vice-Presidents, shall have such other powers and duties as may from time to time be assigned to him or them by the Council.

19. **The Secretary.** The Secretary shall issue or cause to be issued notices for all meetings of the Council, the Society and Executive Committee (if any) when directed so to do; have charge of the minute books of the Society; sign with the President or other signing officer or officers of the Society such instruments as require his signature and shall perform such other duties as the terms of his engagement call for or the Council may from time to time properly require him. The Secretary or some other Officer specially charged with the duty, shall keep or cause to be kept a book wherein shall be kept recorded:—

(a) A copy of the Private Act of the Legislative Assembly of Alberta incorporating the Society and of any and all amendments thereof.

(b) A copy of all the By-laws of the Society as have been approved by the Members in General Meeting and all amendments thereto.

(c) The names alphabetically arranged of all persons who are, or have been, members of the Society and the address of every such person, as far as can be ascertained.

(d) The names and addresses of all persons who are or have been members of the Council, with the several dates at which each became or ceased to be a member of the Council.

20. **The Treasurer.** The Treasurer shall have the care and custody of all funds and securities of the Society and deposit the same in the name of the Society in such bank or banks or with such depository or depositories as the Council may direct. Unless otherwise provided by resolution of the Council, he shall sign all cheques, drafts, notes and orders for the payment of money; he shall pay out and dispose of the same under the direction of the Council. He shall at all reasonable times exhibit his books and accounts to any Member of the Council upon application. He shall sign or countersign such instruments as require his signature and shall perform all duties incident to his office or that are properly required of him by the Council. He may be required to give such bond for the faithful performance of his duties as the Council in their uncontrolled discretion may require and no Member of the Council shall be liable for failure to require any bond or for the insufficiency of any bond or for any loss by reason of the failure of the Society to receive indemnity thereby provided.

21. **Auditors.** At the Annual Meeting in each year, two Registered Members of the Society, not Members of the Council, shall be elected Auditors for the ensuing year. The Auditors shall examine all books of account, vouchers, balance sheets and other financial documents, and report thereon to the Society at the Annual Meeting and to the Council at least seven days before the date of the Annual Meeting.

22. **Vacancies.** If the office of the President, Vice-President, Secretary or Treasurer or any other Officer appointed under authority of clause 13 hereof, or the position of Auditors shall be or become vacant by reason of death, resignation, disqualification or otherwise, the Council by resolution passed at any meeting may elect or appoint an Officer to fill such vacancy.

23. **Annual Meeting.** The Annual Meeting of the Society shall be held at such time and at such places in Alberta in each year as the Council may by resolution determine.

24. **Special Meetings.** Other meetings of the Society, whether Special or General, may be convened by order of the President or a Vice-President or a majority of the Council at any time.

25. **Notice.** A printed, written or typewritten notice stating the day, hour and place of a meeting and the general nature of the business to be transacted, shall be served, either personally or by sending such notice to each Member of the Society through the post, in a post-paid wrapper or letter ten days (exclusive of the day of mailing but inclusive of the day for which the notice is given) before the date of every meeting at such address as appears on the books of the Society, or, if no address is given therein, then to the last address of such Member known to the Secretary, provided always that a meeting of the Members of the Society may be held for any purpose at any time without notice if all the Members entitled to notice of such meeting are present in person or represented thereat by proxy or if the absent Members shall have signified their assent in writing to such meeting being held. Notice of any meeting or any irregularity in any meeting or in the notice thereof may be waived by any member or the duly appointed proxy of any member.

26. **Omission of Notice.** The accidental omission to give notice of any meeting or the non-receipt of any notice by any member or members shall not invalidate any resolution passed or any proceedings taken at any meeting.

27. **Votes.** Only Registered and General Members of the Society in good standing shall be entitled to vote at meetings of the Society and such members shall have one vote each.

28. **Procedure at Meetings.** The proceedings at all meetings shall be governed by the rules laid down in Bourinots Manual, except as the By-laws of the Society otherwise provide.

(a) Every question submitted to any meeting of the Society shall be decided in the first instance by a show of hands and in the case of an equality of votes the Chairman shall, both on a show of hands and at the poll, have a casting vote in addition to the vote to which he is entitled.

(b) At any meeting, unless a poll is demanded, a declaration by the Chairman that a resolution has been carried or carried unanimously or by any particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact.

(c) In the absence of the President or Vice-Presidents the members of the Society present entitled to vote, shall choose another member of the Council as Chairman. If no member of the Council is present or if all the members of the Council present decline to take the chair, then the members of the Society present shall choose one of their number to be Chairman.

(d) If at any meeting a poll is demanded on the election of a Chairman or on the question of adjournment it shall be taken forthwith without adjournment.

(e) If at any meeting a poll is demanded on any other question than provided in sub-clause (d) it shall be taken in such manner, and either at once, or after adjournment as the Chairman directs. The result of a poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

(f) A demand for a poll may be withdrawn.

(g) When a poll is demanded votes may be given either personally or by proxy. Every member of the Society present in person shall have, in addition to his personal vote, one vote for every proxy held by him.

29. **Proxies.** The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorized in writing.

(a) No person shall act as a proxy unless he is entitled on his own behalf to be present and vote at the meeting at which he acts as proxy.

(b) An instrument appointing a proxy shall be in the following form or any other form of which the Council shall approve:—

I, of
a member of the Society of Industrial Accountants of Alberta,
hereby appoint of
as my proxy to vote for me and on my behalf at the
meeting of the Society to be held on the
day of, and at any adjournment thereof.

Signed this day of, 19.....

Witness

Member

30. **Adjournment.** The Chairman may with the consent of the meeting, adjourn the same from time to time and no notice of such adjournment need be given to the members of the Society. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the meeting, but no new business shall be brought before or dealt with at the adjourned meeting which is not in accordance with the notice calling the original meeting.

31. **Quorum.** Ten members of the Society personally present shall be a quorum at any meeting of the Society for the choice of a Chairman and the adjournment of the meeting; for all other purposes a quorum for any meeting shall be fifteen members. No business shall be transacted at any meeting unless the quorum requisite be present at the commencement of business.

Notices to Members

32. **Service.** Any notice may be served by the Society on any member either personally or by sending it through the post in a post-paid envelope or wrapper, addressed to such member at his address as the same appears on the books of the Society, or if no address be given therein to the last address of such member known to the Secretary. With respect to every notice sent by post it shall be sufficient to prove that the envelope or wrapper containing the notice was put into the Post Office or into one of His Majesty's letter boxes.

33. **Signature to Notice.** The signature to any notice to be given by the Society may be written, typewritten, printed or partly written, stamped, typewritten or written.

34. **Proof of Service.** A certificate of the Secretary or other duly authorized officer of the Society relative to the mailing or delivery of any notice to any member of the Society or to any member of the Council or officer or any publication of any notice shall be conclusive evidence thereof and shall be binding on every member of the Society and of the Council as the case may be.

Miscellaneous

35. **Cheques, Drafts and Notes.** All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by such officer or officers or person or persons whether or not officers of the Society and in such manner as the Council may from time to time designate.

36. **Execution of Instruments.** Contracts, documents or any instrument in writing requiring the signature of the Society shall be signed by the President or a Vice-President and by the Secretary and all contracts, documents and instruments in writing so signed shall be binding upon the Society without any further authorization or formality. The Council shall have power from time to time by resolution to appoint any other officer or officers on behalf of the Society either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

(a) The seal of the Society may, when required, be affixed to contracts, documents and instruments in writing as aforesaid, by any officer or officers appointed by resolution of the Council.

37. **Fiscal Year.** The fiscal year of the Society shall terminate on the 30th day of April in each year.

38. **Amendments.** The By-laws of the Society may be added to, altered or otherwise amended from time to time by the Council of the Society, but such amendments shall not come into force until approved at an annual general meeting of the Society, or at a special general meeting thereof called for the purpose.

39. **Interpretation.** In all By-laws of the Society the singular shall include the plural and the plural the singular and the masculine shall include the feminine and the word "person" shall include firms and corporations.

Enacted this 20th day of May, 1944, by special resolution of the Council of the Society.

Witness the corporate seal of the Society.

.....
President.

.....
Secretary.

Unanimously confirmed by the Registered and General Members of the Society at a special general meeting held on the 20th day of May, 1944.

.....
President.

.....
Secretary.

BY-LAW No. 2

A By-law respecting membership, examinations, fees, discipline, the appointment of committees and other similar matters relating to the Society.

Memberships

1. Membership in the Society shall be open to any person sixteen years of age or over who is engaged in, or interested in cost and industrial accounting, business organization and administration.

2. The Society shall have three classes of members, namely, Registered Members, General Members and Student Members.

3. Every candidate for Registered Membership in the Society who shall have passed the prescribed examinations and who shall have attained the prescribed standard of proficiency thereon shall be admitted as a Registered Member and entitled to use after his name the designation "Registered Industrial Accountant" and the initials "R.I.A.", provided always that such candidate has paid the required fees and has agreed to abide by the rules, regulations and by-laws of the Society.

4. Every candidate for Student Membership in the Society who is pursuing the prescribed course of studies and who agrees to attend the lectures and classes shall be admitted to Student Membership in the Society, provided that he has filed the requisite application and paid the prescribed fees. No Student Member shall be entitled to the use of the designation "Registered Industrial Accountant" or the initials "R.I.A."

5. Every member of the Society who is not a Registered Member or a Student Member shall be a General Member; but no General Member shall

be entitled to the use of the designation "Registered Industrial Accountant" or the initials "R.I.A."

6. All applications for membership shall be submitted to the Council on the form provided and shall give the name and address of the applicant, his occupation, age, education, experience and such other information as may be required from time to time by the Council. All applications to be recommended by two members of the Society before being submitted to the Council for acceptance.

7. The Council may from time to time enact rules and regulations for the purpose of admitting applicants to Registered Membership in the Society by special examination, but such rules and regulations as enacted by the Council shall have no force and effect unless and until approved and confirmed by every member of the Council.

8. Persons who have rendered conspicuous service to the Society, either in the advancement of its educational objects or general welfare, or by material contribution to the library or other funds of the Society, may by unanimous vote of the members present at any general meeting of the Society, be elected to Honorary Membership of the Society, but Honorary Membership shall not confer upon any person elected thereto the right to use the designation "Registered Industrial Accountant" or to be elected to the Council to vote:

Committees

9. The Council may from time to time appoint committees for the purpose of facilitating the management and business of the Society and such committee or committees, when appointed, shall exercise and perform such duties as may be delegated to it or to them.

Educational Courses

10. The Council may establish facilities for the instruction of Student Members of the Society. The facilities so established shall be under the direction of the Council or an Educational Committee duly appointed by the Council.

11. The Council, or the Educational Committee, if appointed (but subject always to the direction of the Council) shall engage lecturers and instructors, determine their compensation, prepare and publish a syllabus and vary the same from time to time as expedient, prescribe the standard of proficiency, fix the term of study, prescribe the fees payable therefore, and do or provide anything convenient or necessary thereto.

Examinations

12. The Council may hold examinations in each year but no examination shall be held outside the Province of Alberta.

13. Due notice shall be sent or otherwise given to all Student Members of the time and place for holding examinations.

14. The Council may make such further rules and regulations with respect to the curriculum and examinations as may from time to time seem expedient or necessary.

Membership Fees

15. The Council may fix and determine from time to time the registration fee payable by all members of the Society, the annual fees payable by

Registered Members, General Members and Student Members, and all other fees and assessments.

16. The fees and assessments as fixed and determined by the Council shall be payable by every member of the Society on or before the first day of September in each year (unless otherwise provided by resolution of the Council) for the year then ensuing.

17. Any member of the Society whose fees are not paid within six months after the date when such fees have become due and payable may be suspended by the Council from the privileges of membership. The payment of such fees shall (subject to the provisions of the Article next following) reinstate such member.

18. Any member of the Society whose fees are unpaid at the close of the fiscal year of the Society may be deemed to have terminated his membership and the Council may direct that his name be removed from the roll of the Society. Such person may be readmitted to membership only upon such terms as the Council may approve.

19. Any member of the Society, not in arrears for fees, may terminate his membership by giving notice in writing to the Secretary.

20. Any Registered Member of the Society whose membership is terminated for any cause, shall forthwith surrender his Certificate to the said Society.

Chapters of the Society

21. The Council may establish local Chapters of the Society throughout the Province of Alberta and designate the territory to be allotted to each Chapter and make such grants from the funds of the Society as it may deem expedient for the development and carrying on of Chapter work.

(a) The fiscal year of each Chapter shall end on the last day of April each year, and each Chapter shall within one month after the close of its financial year, forward to the Council a copy of its audited financial statement.

(b) The annual meeting of the Chapters shall be held prior to the annual general meeting of the Society and not later than the 15th of May. Five members present shall constitute a quorum.

(c) Each Chapter shall be governed by a Board of Directors elected at its annual meeting, of not less than five and not more than nine members. These directors shall elect from their own number a Chairman and a Vice-Chairman. There shall also be a Secretary-Treasurer, or a Secretary and a Treasurer, who may be elected by the Directors from their own number or who may be a non-member appointed by them. At each annual meeting two auditors shall be appointed by the members of the Chapter, from among their own number. At any meeting of the Directors of the Chapter a majority present shall constitute a quorum.

(d) Each Chapter shall have the right to make such regulations as may be found necessary to meet local conditions, subject always to the approval of the Council of the Society.

Affiliations

22. Any incorporate or unincorporate Institute or Society which shall satisfy the Council that its standards of examinations and conditions of membership conform to the standards of examinations and conditions of

membership of this Society, shall be entitled to be registered and affiliated accordingly and shall be designated an "Affiliated Society", but such affiliation shall not become effective or binding until duly approved, confirmed and ratified at a special general meeting of the Society called for the purpose of considering the same.

(a) The following Societies being within the requirements of this by-law are hereby declared to be "Affiliated Societies":—

1. The Canadian Society of Cost Accountants and Industrial Engineers.
2. The Society of Industrial and Cost Accountants of Ontario.
3. The Cost and Management Institute, Quebec.

23. The Council shall recommend annually representatives to serve on the Council of the Canadian Society of Cost Accountants and Industrial Engineers.

Discipline

24. The Council may from time to time as it may appear necessary, enact rules to regulate the conduct of all members of the Society, including the suspension or expulsion of any member for misconduct or violation of the by-laws of the Society.

Interpretations

24. In the event of any dispute as to the intent or meaning of any by-law of the Society or of any rule or regulation made, adopted or enacted by the Council, the interpretation by a majority of the Council shall be final and conclusive.

Enacted this 20th day of May, 1944, by special resolution of the Council of the Society.

Witness the Corporate Seal of the Society.

.....
President.
.....

Secretary.

Unanimously confirmed by the Registered and General Members of the Society at a special general meeting held on the 20th day of May, 1944.

.....
President.

.....
Secretary.

BY-LAW No. 3

A by-law respecting the borrowing of money by the Society.

1. The Council may from time to time:—

- (a) Borrow money upon the credit of the Society.
- (b) Limit or increase the amount to be borrowed.
- (c) Hypothecate, mortgage, or pledge the real or personal property of the Society, or both, to secure any money borrowed for the purposes of the Society.

2. The Council may from time to time authorize any member or members of the Council, officer or officers of the Society or other person or persons, whether connection with the Society or not, to make arrangements with reference to the money borrowed or to be borrowed as aforesaid, and as to the terms and conditions of the loan thereof, and as to the securities to be given therefore, with power to modify or vary such arrangements,

terms and conditions and to give such additional securities for any moneys borrowed or remaining due by the Society as the Council of the Society may authorize, and generally to manage, transact and settle the borrowing of money by the Society.

3. The Council may from time to time authorize any member or members of the Council, officer or officers or other person or persons, whether connected with the Society or not, to sign, execute and give on behalf of the Society all documents, agreements and promises necessary or desirable for the purposes aforesaid and to draw, make, accept, endorse, execute and issue cheques, promissory notes and other negotiable or transferrable instruments, and the same and all renewals thereof or substitutions therefore so signed shall be binding on the Society.

4. The powers hereby conferred shall be deemed to be in supplement of and not in substitution for any powers to borrow money for the purpose of the Society possessed by its Council or officers independently of a borrowing by-law.

Enacted this 20th day of May, 1944, by special resolution of the Council of the Society.

Witness the Corporate Seal of the Society.

.....
President.

.....
Secretary.

Unanimously confirmed by the Registered and General Members of the Society at a special general meeting held on the 20th day of May, 1944.

.....
President.

.....
Secretary.

BY-LAW No. 4

A By-law respecting the Banking for the Society.

1. That the Council may by resolution and from time to time appoint any chartered bank doing business in the Dominion of Canada to be the Bank for the Society.

2. That the President and Secretary or Secretary-Treasurer, or such other member or members of the Council as the Council may by resolution authorize, are hereby authorized for and in the name of The Society of Industrial Accountants of Alberta to draw, accept, sign and make all or any cheques, and orders for the payment of money; to pay and to receive all moneys and to give acquittance for the same, and generally for and in the name and on behalf of the said Society to transact with such bank, as may for the time being be the Bank for the Society, any business they may think fit.

3. That either the President, Secretary or Secretary-Treasurer or such other member or members of the Council as the Council may by resolution authorize be and is hereby authorized on behalf of the Society to negotiate with, deposit with or transfer to the bank which is for the time being the bank for the Society (but for the credit of the account of the said Society only) all or any promissory notes, cheques or orders for the payment of money and other negotiable paper and for the said purpose to endorse the same or any of them on behalf of the said Society and also from time to time to arrange, settle, balance and certify all books and accounts between

the said Society and the bank which for the time being is the bank for the Society and also from time to time to receive all paid cheques and vouchers and to sign the said bank's form of settlement of balances and release.

Enacted this 20th day of May, 1944, by special resolution of the Council of the Society.

Witness the Corporate Seal of the Society.

.....
President.

.....
Secretary.

Unanimously confirmed by the Registered and General Members of the Society at a special general meeting held on the 20th day of May, 1944.

.....
President.

.....
Secretary.

BY-LAW No. 5

A by-law respecting the investing of money of or belonging to the Society.

1. The Council of the Society may and is hereby authorized for and on behalf of the Society to invest surplus funds of the Society in those securities authorized by law for trust funds and, also, at their discretion, in those securities in which Life Insurance Companies may by law invest their funds.

Enacted this 20th day of May, 1944, by special resolution of the Council of the Society.

Witness the Corporate Seal of the Society.

.....
President.

.....
Secretary.

Unanimously confirmed by the Registered and General Members of the Society at a special general meeting held on the 20th day of May, 1944.

.....
President.

.....
Secretary.

STUDENT REGULATIONS

Student regulations and courses of study are the same as those of Ontario See page 108.

Society of Industrial Accountants of British Columbia



NORMAN TERRY, R.I.A.
President
1945 - 46

OFFICERS AND MEMBERS OF COUNCIL 1945-46

President—Norman Terry, C.G.A., R.I.A., Canadian Sumner Iron Works Ltd., Vancouver.

1st Vice-President—M. A. Gilmour, R.I.A., Sweeney Cooperage Ltd., Vancouver.

2nd Vice-President—F. G. Coburn, R.I.A., Department of Munitions & Supply, Vancouver.

Secretary-Treasurer—C. H. Davis, R.I.A., Terminal City Iron Works Ltd., Vancouver.

Council—R. A. Lucas, R.I.A., National Paper Box Co. Ltd., Vancouver; Peter Russell, R.I.A., Evans Coleman & Evans Ltd., Vancouver; R. A. McIntyre, R.I.A., Department of Munitions & Supply, Vancouver; N. Abramson, R.I.A., Burroughs Adding Machine Co. Ltd., Vancouver; J. A. H. Irving, R.I.A., Hedlunds Ltd., Vancouver; Chas. F. Bailey, R.I.A., Sun Publishing Co., Vancouver; V. E. Feimann, R.I.A., B. C. Bridge & Dredging Co. Ltd., Vancouver; A. W. Ingall, R.I.A., Department of Munitions & Supply, Vancouver.

Vancouver Chapter

Chairman—Murray Gilmour, R.I.A., Sweeney Cooperage Ltd.

Vice-Chairman—Richard Lucas, R.I.A., National Paper Box Co. Ltd.

Secretary—Andrew Harper, Terminal City Iron Works Ltd.

Treasurer—Peter Russell, R.I.A., Evans, Coleman & Evans.

Directors—Arthur Evans, Dominion Treasury Cost Section; V. E. Feimann, R.I.A., B. C. Bridge & Dredging Co. Ltd.; C. H. Davis, R.I.A.,

Terminal City Iron Works Ltd.; Harry Cox, McMillan Industries Ltd.; Norman MacKinnon, Dominion Treasury Cost Section; William McCalpin, I. F. Laucks Ltd.

VANCOUVER CHAPTER CHAIRMAN'S REPORT FOR YEAR ENDING APRIL 30, 1945

It is with special pleasure and with no small amount of pride that I present for your consideration the activities of the Vancouver Chapter for the twelve months ending April 30th, 1945.

My elevation to Chairman, as some of you will remember, was through the peculiar circumstances of Mr. J. A. H. Irving, my predecessor, finding his business taking him out of town on the nights of our regular Chapter meetings; so that at his personal request, endorsed by those interested, I was Chairman pro tem for a month or so; and then was persuaded to take the position permanently in April last year.

As you know, the actual membership of the Vancouver Chapter then was not more than a dozen or so, but their enthusiasm was equal to a hundred or more. Three officers and six directors appointed at that time have worked together perfectly, and to the loyal support given to the Chapter activities, owes the success that has been achieved. Briefly, therefore, may I recount our year's activities together:—

Membership

Heading our Membership Committee was Mr. Peter Russell, who at the outset decided that in order to secure members, and of the right type, the scope of our Society's activities should be publicized. Consequently a prospectus outlining our society (and the Vancouver Chapter more particularly), its aims and object, etc., was printed through the kindness and generosity of Mr. Richard Lucas. Regularly, month after month, from fifty to a hundred individual letters addressed to the owners or managers of reputable B.C. businesses were mailed, outlining our Society's activities and requesting that they each sponsor one membership. This produced wonderful results, directly and indirectly, and coupled with personal contacts has resulted in the membership of the Vancouver Branch reaching 68 by April 30th, 1945, with many other requests for membership pending. The status of membership now is:—

12 Registered Members.

45 General Members.

11 Student Members.

To Peter Russell and his committee then we owe a debt of gratitude for a splendid job well done.

Programs

To maintain interest in meetings of an association such as ours, interesting and informative speakers are undoubtedly essential. The work of arranging the details of our monthly meetings was left almost entirely to Dick Lucas. Attendance and interest shown by members and friends indicated that we were very fortunate in selecting first, an excellent man for the job, and secondly, that his choice of speakers and subjects was appreciated.

Fortunately, Dick was able to secure most of the talent for our addresses from our own members. This gave us variation in topics for discussion, as well as information very valuable to both students and general

members. The reproduction of so many talks in our magazine, "Cost and Management", is indicative of the high quality of the addresses given during the year. Our thanks are extended to Dick Lucas for his organizing work, and to those speakers who gave their time so willingly to make our meetings so successful.

Attendance

While J. H. Irving was originally delegated to be Chairman of this committee, our good friend Cliff Davis has practically handled all the work himself. Keeping close watch on all newcomers to our meetings, checking invitations, and seeing that all members and regular attenders were phoned before each meeting, has made the attendance at our meetings very successful this year.

Educational Activities

Early in our plans of a year ago, and prominent in our considerations during the year, were provisions for our student members. Headed by Norman McKinnon, a committee with Messrs. Evans and Walton and others, have given special attention to the activities of the weekly study classes of our student members and others who find discussion of accounting problems of mutual advantage. The work of this committee is appreciated, not only by the students, but also by the entire membership; and we thank them for their work, and hope the succeeding student activities will be equally successful.

Provincial Incorporation

A year ago a committee comprised of Messrs. McIntyre, Gilmour and Davis was appointed to investigate the possibility of Provincial Incorporation. However, a visit from Mr. A. Tupper, of Edmonton, President of the Society of Industrial Accountants of Alberta, first instilled in the minds of the committee and your directors, a challenge to do in B.C. what had been carried out in Alberta, and you all now are aware of the results. Before we had advanced very far towards Incorporation by Private Bill, it was evident that the work and responsibility entailed the enlarging of our original committee. The three original members on this committee, however, did outstanding work laying the foundations and making contacts, spending many hours discussing details, etc. Your Executive, together with the committee, acting upon experience gained in Alberta, and from advice received from Dominion headquarters, reviewed our complete membership as at that time, and selected twelve men best qualified by personal experience, in the Cost Accounting field and possessing executive ability, to become the Provincial Directors of our Provincial Society, and make application to the Provincial Government for Incorporation. Time does not permit me to tell you of the countless details which were necessary but the Bill was successfully passed at the last session of the B.C. Legislature, and we, as a Vancouver Chapter, will be the first Chapter of the new Provincial Society.

Although the Act has been passed, many details such as by-laws, affiliation with other Provinces, etc., etc., have to be determined, and these are at present under discussion and will be brought to a satisfactory conclusion during the next few weeks. All twelve directors spent willingly of their time to attend numerous meetings, delegations, etc., and we all

owe the success achieved to their work. However, I must make special mention of the work done by members of the original committee—Messrs. McIntyre, Gilmour and Davis—for whose efforts we owe a debt of gratitude.

Executive

Naturally, the work of the Executive is reflected in what we have achieved. To Andy Harper, as our Secretary-Treasurer, I wish to extend personal thanks on my own behalf, as well as on behalf of the Society. The hours spent for our Society's activities have been legion and his patience and care of every detail is reflected in the wonderful success that he has accomplished for us. It is due to the growing demands of the Chapter that it has been recommended that the position be divided between Secretary and Treasurer in future. Also, to Murray Gilmour, to whom I must have conferred at least once a day during the past year, and who has been so splendid and enthusiastic with every small or important detail, I wish to mention and acknowledge also my most sincere appreciation and assure you that we have been most fortunate in having fellows like Andy and Murray on the job and doing such good work for us.

Dominion Affairs

Following the visit of Mr. Harold Wright, of Hamilton, to Vancouver in March, 1944, as you know, we expected special personal attention to Vancouver and B.C. by our Dominion Secretary-Manager. However, just as plans were being developed we were shocked to learn of the sudden passing of our good friend, Dick Dawson. The Dominion Board elected as Interim Secretary-Manager, Mr. L. J. Brooks, of Toronto, and during his term of office Mr. Brooks gave us splendid service and valuable assistance. Recently, however, a permanent Secretary-Manager has been appointed—Mr. J. Nelson Allan. May I take this opportunity of welcoming him to this position. Mr. Allan has taken an aggressive interest in the Society's affairs since his appointment and from correspondence is anxious to put the status of the Provincial Societies and their Chapters into their correct positions. He has handled our affairs with businesslike dispatch and it is expected that he will pay Vancouver and B.C. a visit in September or October, so you will all have the pleasure of meeting him yourselves.

Conclusion

In closing, may I again thank you for the confidence placed in me by electing me as your Chairman, and express my appreciation for the support you have all given me. As I have accepted the position of President of the B.C. Society I intend to concentrate my activities to the success of the Society in the Province. To your new directors and officers I wish every success and assure them of my continued support and assistance.

Respectfully submitted,

NORMAN TERRY,
Chairman.

Vancouver, B.C., May 10th, 1945.

An Act to Incorporate the Society of Industrial Accountants of British Columbia

Passed March 23, 1945

WHEREAS the persons hereinafter named have by their petition represented that they are desirous of being incorporated under the name of the "Society of Industrial Accountants of British Columbia," for the purpose of increasing the knowledge, skill and proficiency of its members in all things relating to cost and industrial accounting, business organization and administration and generally for the carrying out of the objects of the Society:

AND WHEREAS it is expedient to grant the prayer of the said petition: THEREFORE, His Majesty, by and with the advice and consent of the Legislative Assembly of the Province of British Columbia enacts as follows:

1. This Act may be cited as the "Society of Industrial Accountants of British Columbia Act."

2. Norman Terry, Murray A. Gilmour, Richard C. Lucas, Peter Russell, Robert A. McIntyre, Nichols Abramsen, Jacob A. H. Irving, Charles F. Bailey, Victor E. Feimann, Frederick A. Coburn, Alfred W. Ingall and Clifton H. Davis, all of the City of Vancouver, British Columbia, together with such persons as may hereafter become members of the Society, are constituted a body corporate and politic under the name of the "Society of Industrial Accountants of British Columbia," herein called "the Society."

3. The general objects of the Society shall be to promote and increase the knowledge, skill and proficiency of its members in all things relating to cost and industrial accounting, business organization and administration.

4. The head office of the Society shall be at the City of Vancouver.

5. (1) The membership of the Society shall be classified as general members, student members and registered members with such other classification of members as may be authorized by its by-laws.

(2) General membership shall be available to anyone sixteen years of age or over who is engaged or interested in cost or industrial accounting or business organization and management.

(3) Student membership shall be available to all persons following a recognized course in accounting, cost accounting or business organization and management leading to the Society's examinations and shall be tenable for such period as may be laid down by the by-laws of the Society.

(4) Registered members shall consist of the persons named in Section 2 and those student or general members who pass examinations of the Society as prescribed under section 12 and otherwise fulfil the requirements of its by-laws.

6. (1) A record shall be kept at the head office containing the names of all general members and of all student members.

(2) A register shall be kept at the head office in which shall be registered the names and addresses of all registered members.

(3) The record and register shall be open for inspection by the public at all reasonable times.

7. The Society may establish and administer a benevolent fund for any member or the family of any deceased member of the Society who may

require financial assistance, and for that purpose may make or receive contributions.

8. The Society may acquire, purchase, sell, mortgage, lease or otherwise deal with real and personal property.

9. (1) The affairs and business of the Society shall be administered by a council of at least ten registered members, five of whom shall constitute a quorum, and who shall hold office for a term of one year and until their successors are elected; and any member of the council may be re-elected.

(2) When a vacancy occurs in the Council from any cause, the remaining members of the Council may appoint any registered member of the Society to fill the vacancy until the next annual meeting of the Society, and a majority of said members shall constitute a quorum for such purpose.

10. A general meeting of the members of the Society shall be held annually at such time and place and upon such notice as are provided in the by-laws of the Society for the purpose of electing the Council and for such other business as may be brought before the meeting. Special general meetings of the members may also be called and held in accordance with the by-laws of the Society.

11. The Council shall elect from its members a president, a first and second vice-president; and may appoint a secretary and a treasurer or a secretary-treasurer, a registrar and such other officers and employees as may be provided for in the by-laws of the Society.

12. (1) Without limiting its powers, the Council may pass by-laws and from time to time amend the same, which shall not come into force until approved by an annual general meeting of the Society or at a special general meeting thereof called for the purpose of considering the same, for the following purposes:

(a) to prescribe courses of study and all matters, conditions and requirements respecting examinations for admission as registered members and the certificates to be granted to them;

(b) to establish and to collaborate with educational institutions in establishing lectures, classes and examinations for members of the Society in cost and industrial accounting, business organization and management;

(c) to authorize agreements between the Society and any university, college or school for such lectures, classes and examinations;

(d) to prescribe the rights and obligations of its various classes of membership;

(e) to regulate the admission, the qualification, the conduct, the suspension and expulsion of the members of the Society;

(f) to fix the admission and annual fees to be paid by the members and also the examination fees to be paid by applicants for the Society's examinations;

(g) to provide for the appointment, functions, duties, remuneration and removal of officers and employees of the Society;

(h) to establish chapters of the Society within British Columbia and to enroll members of the Society;

(i) to affiliate with any other body, corporate or unincorporate, having objects similar to those of the Society;

(j) to govern the election of members of the Council;

(k) to regulate the calling and holding of meetings of the members

of the Society and of its Council and the procedure in all things at such meetings;

(1) generally, to carry out the purposes of this Act.

(2) Any by-law made pursuant to subsection (1) may be annulled by the Lieutenant-Governor in Council.

(3) The secretary of the Society shall send a copy of every by-law to the Provincial Secretary within one week after the passing thereof.

13. (1) Registered members of the Society in good standing shall have the right to use the designation, "Registered Industrial Accountant," and to use after their names the letters "R.I.A."

(2) No registered member shall engage in practice as a chartered accountant or, in holding himself out to the public as practising as an accountant, use the name "Registered Industrial Accountant," or the designation "R.I.A.," unless he is a member of the Institute of Chartered Accountants of British Columbia.

(3) Any person not being a registered member in good standing taking or using the designation "Registered Industrial Accountant" or the letters "R.I.A." or any name, title or description implying that he is a registered member of the Society shall be guilty of an offence.

(4) Any person who is guilty of an offence under this Section shall incur a penalty not exceeding \$25.00 for each offence, such penalty to be recoverable under the "Summary Convictions Act."

14. This Act shall not affect or interfere with the right of any person to carry on business in British Columbia as a cost accountant, industrial accountant or to designate himself as such.

15. Any profits derived from carrying on the affairs and business of the Society shall be devoted and applied solely in promoting and carrying out its objects and purposes and shall not be divided amongst its members, subject to the provisions of Section 7.

16. The persons named in Section 2 of this Act shall constitute the first Council and shall hold office until their successors are elected in conformity with this Act and, up to such time, shall have all the powers and be subject to all the obligations attached to members of such Council by this Act.

17. The first annual general meeting of the members of the Society shall be held in the City of Vancouver, within three months after the date of the passing of this Act and at a date and place upon such notice as shall be fixed by the Council as constituted by Section 16 of this Act.

BY-LAWS

BY-LAW No. 1

A by-law relating generally to the membership and officers of the Society and their duties.

Head Office

1. The Head Office of the Society shall be in the Province of British Columbia, and at such place therein as the Council of the Society may from time to time decide.

Seal

2. The seal, an impression whereof is stamped on the margin hereof, shall be the seal of the Society.

Membership

3. Membership in the Society shall be open to any person sixteen years of age or over who is interested in, or engaged in, industrial and cost accounting, business organization and administration.

4. The Society shall have three classes of members, namely, registered members, student members, and general members.

5. Every candidate for Registered Membership in the Society who shall have passed the prescribed examinations and who shall have attained the prescribed standard of proficiency thereon shall be admitted as a Registered Member and entitled to use after his name the designation "Registered Industrial and Cost Accountant" and the initials "R.I.A.", provided always that such candidate annually pays the required fees and has agreed to abide by the rules, regulations and by-laws of the Society.

6. Every candidate for Student Membership in the Society who is pursuing the prescribed course of studies and who agrees to attend the lectures and classes shall be admitted to Student Membership in the Society, provided that he has filed the requisite application and paid the prescribed fees.

But no Student Member shall be entitled to the use of the designation "Registered Industrial and Cost Accountant" or the initials "R.I.A."

7. Every Member of the Society who is not a Registered Member or a Student Member shall be a General Member; but no General Member shall be entitled to the use of the designation "Registered Industrial and Cost Accountant" or the initials "R.I.A."

Officers

8. The Officers of the Society shall be a President, Immediate Past President, a First and Second Vice-President, a Secretary and a Treasurer or a Secretary-Treasurer and any such other officers and employees, including a Registrar, as the Council may from time to time determine. None of the said Officers except the President or Vice-Presidents, Secretary, Treasurer or Secretary-Treasurer, need be a Member of the Council.

9. The Council may appoint such officers other than President, First and Second Vice-President, Secretary and Treasurer and agents as it shall deem necessary who shall have such authority and shall perform such duties as from time to time shall be prescribed by the Council.

Remuneration and Removal of Officers

10. The remuneration of all officers shall be determined from time to time by resolution of the Council and approved by registered membership. The fact that any officer or employee is a Member of the Council or of the Society shall not disqualify him from receiving such remuneration as may be determined. All officers, in the absence of an agreement to the contrary, shall be subject to removal by resolution of a majority of two-thirds of the entire Council at any time, with or without cause, provided that a majority of the Council shall vote in favour thereof.

Delegation of Duties

11. In case of the absence of the President, First or Second Vice-Presidents or any other officer of the Society or for any other reason that the Council may deem sufficient, the Council may delegate the powers of

such officer to any other officer or to any other Member of the Council for the time being provided that a majority of the entire Council concur therein.

The President

12. The President shall be the chief executive officer of the Society. He shall, if present, preside at all meetings of the Society and of the Council; he shall sign all instruments which require his signature and shall have such other powers and duties as may from time to time be assigned to him by the Council.

The Vice-Presidents

13. The Vice-President, or if more than one, the Vice-Presidents in order of seniority shall be vested with the powers and shall perform all the duties of the President in the absence of, the disability of, or refusal to act of the President. The Vice-President or, if more than one, the Vice-Presidents shall have such other powers and duties as may from time to time be assigned to him or them by the Council.

The Secretary

14. The Secretary shall issue, or cause to be issued, notices for all meetings of the Council, the Society and Executive Committee (if any) when directed so to do; have charge of the minute books of the Society; sign with the President or other signing officer or officers of the Society such instruments as require his signature and shall perform such other duties as the terms of his engagement call for or the Council may from time to time properly require him.

The Secretary or some other officer specially charged with the duty shall keep, or cause to be kept, a bound book or books wherein shall be kept recorded:—

- (a) A copy of the Private Act of the Legislative Assembly of British Columbia incorporating the Society and of any and all amendments thereof.
- (b) The names listed in the routine of admittance of all persons who are or have been members of the Society, and the addresses of such persons as far as can be ascertained, with the date at which they ceased to be members.
- (c) The names and addresses of all persons who are or have been members of the Council, with the several dates at which each became or ceased to be a Member of the Council.

The Treasurer

15. The Treasurer shall have the care and custody of all funds and securities of the Society and deposit the same in the name of the Society in such bank or banks or with such depository or depositories as the Council may direct. Unless otherwise provided by resolution of the Council, he shall sign all cheques, drafts, notes and orders for the payment of money, and he shall pay out and dispose of the same under the direction of the Council. He shall at all reasonable times exhibit his books and accounts to any Member of the Council upon application. He shall sign or countersign such instruments as require his signature and shall perform all duties incident to his office or that are properly required of him by the Council. He may be required to give such bond for the faithful performance of his

duties as the Council in their uncontrolled discretion may require and no Member of the Council shall be liable for failure to require any bond or for the insufficiency of any bond or for any loss by reason of the failure of the Society to receive indemnity thereby provided.

COUNCIL

Number

16. The affairs and business of the Society shall be controlled, managed and regulated by a Council which shall consist of at least ten registered members, with each Chapter of the Society represented thereon.

Qualification

17. The qualification of a member of the Council shall be that he is a Registered Member of the Society in good standing.

18. At the Annual Meeting in each year, one Registered Member of the Society shall be elected auditor for a two-year term.

The Auditors shall examine all books of account, vouchers, balance sheets and other financial documents, and report thereon to the Society at the Annual Meeting and to the Council at least seven days before the date of the Annual Meeting.

Vacancies

19. In the Office of the President, Vice-Presidents, Secretary or Treasurer or any other officer appointed under authority of clause 13 hereof or the position of Auditors shall be or become vacant by reason of death, resignation, disqualification or otherwise, the Council by resolution passed at any meeting duly called for that purpose may elect or appoint an officer to fill such vacancy.

BY-LAW No. 2

A by-law relating generally to the transaction of the business, election of officers, and holding of meetings of the Society.

Term of Office

1. The term of office for the President, Vice-President, Secretary, Treasurer and/or Secretary-Treasurer, shall be for one year from the meeting at which they were declared elected or appointed, or until the meeting at which their successors are declared elected or appointed.

The term of office for Directors and Auditors shall be two years from the meeting at which they are declared elected or appointed, or until the meeting at which their successors are declared elected or appointed.

At the first Annual General Meeting three Directors and one Auditor shall be elected or appointed for a period of one year only; thereafter three Directors and one Auditor will be elected or appointed annually.

Vacation of Office

2. The office of a Member of the Council shall ipso facto be vacated:—

(a) If he becomes a bankrupt or suspends payment or compounds with his creditors or makes an authorized assignment or is declared insolvent.

(b) If he is found to be a lunatic or becomes of unsound mind.

(c) If he ceased for any cause to qualify for the office of a Member of the Council.

(d) If by notice in writing to the Council he resigns his office.

Election and Removal

The election of officers and members of the Council shall be by ballot. Sixty days prior to the Annual General Meeting of the Society the President shall appoint a nominating committee, to be made up of the three immediate past presidents of the Society. If the past presidents are not available the president may appoint other members of the Society in their stead. The nominating committee shall forthwith from the members of the Society, nominate one or more members for the offices to be elected. This report must be submitted to the Secretary at least forty-five days prior to the Annual General Meeting. Members may nominate any candidate or candidates for the offices to be elected, such nominations to be in writing by two members of the Society and presented, mailed or otherwise delivered to the Secretary at least forty-five days prior to the Annual General Meeting.

The Secretary shall prepare a voting paper containing names alphabetically arranged of those nominated for each of the various offices. A notice must appear on this voting paper as to the number of persons to be elected for each office.

(a) The Secretary shall deliver to the Auditors a certified and complete list of the members of the Society in good standing as of that date.

(b) A voting paper bearing the verified official seal of the Society for each of the members in good standing.

(c) An envelope stamped and addressed of the last known address of each member in good standing.

(d) Return envelope stamped and addressed to the Auditor and marked "Ballot" for enclosure with voting papers.

(e) A certified list of all those who have been elected by acclamation as well as a list of all offices for which no nominations have been received.

Auditors shall identify every ballot sent to members in such a way that they may immediately recognize all ballots mailed from their office. No other ballots shall be counted by the scrutineers.

At least twenty days before the date of the Annual General Meeting the Auditors shall mail to every member entitled to vote a ballot on which he may vote for President, Vice-President, Second Vice-President, Secretary, Treasurer, and/or Secretary-Treasurer, Director or Directors. A return envelope stamped and addressed to the Auditors.

Default in supplying a voting paper to any member, or the non-receipt of such voting paper by any member within the prescribed time, shall not invalidate any election held in the manner herewith provided.

Five days prior to the date of the Annual General Meeting the Auditors shall deliver the envelopes addressed to them with the notation "Ballot" thereon to the scrutineers who shall proceed to count the votes.

If a member votes for more than one President, his ballot shall not be counted in that respect. The same applies if he votes for more than one of any of the other offices, where only one officer is to be elected, or for more directors than the number to be elected.

The scrutineers shall forthwith, after counting the ballots, present to the Annual General Meeting, a survey over their signatures, in which shall be listed:—

(a) The number of ballots cast for each member running for office.

(b) All persons elected by acclamation as previously provided by the Secretary.

(c) All those offices for which no nominations have been received as previously supplied by the Secretary.

(d) The scrutineers shall seal the counted ballot papers in packages and deposit the same with the Secretary of the Society who shall preserve them until sixty days following the Annual General Meeting, after which they shall be destroyed unless otherwise directed by the Council.

If an equality of votes between two or more persons leaves the election of one or more of the candidates undecided, the Scrutiners shall forthwith put into a ballot box a number of papers with the names of the candidates having such equality of votes written thereon, one for each such candidate, and the Chairman shall draw by chance from such ballot box one or more of such papers sufficient to make up the required number, and the persons whose names are upon the papers so drawn shall be declared to have been elected to the Council.

But provided always that any member or members may, at any time, be removed from office and one or others appointed instead by resolution passed at a special general meeting of the Society called for that purpose.

A retiring Member of the Council shall retain office until the dissolution of the meeting at which his successor is declared elected.

Each Chapter of the Society, when and as established, may elect a Registered Member of the Society to serve on the Council.

MEETING OF THE COUNCIL

Place and Notice

4. Council meetings may be held at such place or places and at such time or times the Council may determine. Meetings of the Council may be held at any time without formal notice if all the members are present or those absent have signified their consent in writing to the meeting being held in their absence. The President or a Vice-President or any four Members of the Council may at any time and the Secretary by the direction of the President or a Vice-President or any four members shall convene a meeting of the Council. Notice of such meeting shall be delivered or mailed or telegraphed to each member seven days (exclusive of the day on which the notice is delivered, mailed or telegraphed but inclusive of the day for which notice is given) before the meeting is to take place. Notice of any meeting or any irregularity in any meeting or the notice thereof may be waived by any Member of the Council.

Quorum

5. Five of the Members of the Council shall constitute a quorum for the transaction of all matters and business before it.

Voting

6. Questions arising at any meeting of the Council shall be decided by a majority of votes. In the case of an equality of votes the Chairman in addition to his original vote shall have a second or casting vote.

Remuneration

7. The remuneration, if any, to be paid the Members of the Council shall be such as the Council shall from time to time determine subject to the approval of the Registered Members. Such remuneration shall be in addition to the salary paid to any officer of the Society who is also a Member of the Council. The Council may also by resolution award special remuneration to any member undertaking any special services on behalf of the Society and the confirmation of any such resolution or resolutions by the Society shall not be required.

For the Protection of the Council

8. No Member of the Council, Auditor, Secretary or other officer for the time being of the Society shall be liable for the acts, receipts, neglects or defaults of any other Member of the Council or officer or employee or for any loss, damage or expense happening to the Society through the insufficiency or deficiency of title to any property acquired by order of the Council for and on behalf of the Society or for the insufficiency or deficiency in or upon which any of the moneys of or belonging to the Society shall be placed out or invested or for any loss or damages arising from the bankruptcy, insolvency or tortious act of any person, firm or corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his respective office or trust or in relation thereto unless the same shall happen by or through his own wilful act or default.

MEETINGS OF THE SOCIETY

Annual Meeting

9. The Annual Meeting of the Society shall be held at such time and at such places in British Columbia in each year as the Council may by resolution determine.

Special Meetings

10. Other meetings of the Society whether special or general may be convened by order of the President or Vice-President or at least four members of the Council at any time.

Notice

11. A printed, written or typewritten notice stating the day, hour and place of a meeting and the general nature of the business to be transacted, shall be served, either personally or by sending such notice to each member of the Society through the post, in a post-paid wrapper or letter seven days (exclusive of the day of mailing but inclusive of the day for which the notice is given) before the date of every meeting at such address as appears on the books of the Society, or, if no address be given therein, then to the last address of such member known to the Secretary, provided always that a meeting of the members of the Society may be held for any

purpose at any time without notice if all the members entitled to notice of such meeting are present in person or represented thereat, or if the absent members shall have signified their assent in writing to such meeting being held. Notice of any meeting or any irregularity in any meeting or in the notice thereof may be waived by any member or the duly appointed proxy of any member.

Omission of Notice

12. The accidental omission to give notice of any meeting or the non-receipt of any notice by any member or members shall not invalidate any resolution passed or any proceeding taken at any meeting.

Votes

13. Only Registered Members of the Society in good standing shall be entitled to vote at meetings of the Society and such members shall have one vote each.

Every question submitted to any meeting of the Society shall be decided in the first instance by a show of hands and in the case of an equality of votes the Chairman shall, both on a show of hands and at the poll, have a casting vote in addition to the vote to which he is entitled.

At any meeting, unless a poll is demanded, a declaration by the Chairman that a resolution has been carried unanimously or by any particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact.

In the absence of the President or Vice-Presidents the members of the Society present entitled to vote, shall choose another member of the Council as Chairman. If no member of the Council is present or if all the members of the Council present decline to take the chair, then the members of the Society present shall choose one of their number to be Chairman.

If at any meeting a poll is demanded on the election of a Chairman or on the question of adjournment it shall be taken forthwith without adjournment.

If at any meeting a poll is demanded on any other question it shall be taken in such manner and either at once, or after adjournment as the Chairman directs. The result of a poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

A demand for a poll may be withdrawn.

Proxies

14. Members shall not be allowed to record their vote by proxy.

Adjournment

15. The Chairman may with the consent of the meeting adjourn the same from time to time and no notice of such adjournment need be given to the members of the Society. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the meeting, but no new business shall be brought before or dealt with at the adjourned meeting which is not in accordance with the notice calling the original meeting.

Quorum

16. Ten members of the Society personally present shall be a quorum of any meeting of the Society for the choice of a Chairman and the adjourn-

ment of the meeting; for all other purposes a quorum for any meeting shall be ten members, or such greater or less number as the Council may, by resolution, decide upon. No business shall be transacted at any meeting unless the quorum requisite be present at the commencement of business.

NOTICES

Service

17. Any notice may be served by the Society on any member either personally or by sending it through the post in a post-paid envelope or wrapper addressed to such member at his address as the same appears on the books of the Society, or if no address be given therein to the last address of such member known to the Secretary. With respect to every notice sent by post it shall be sufficient to prove that the envelope or wrapper containing the notice was put into the Post Office or into one of His Majesty's letter boxes.

Signature to Notice

18. The signature to any notice to be given by the Society may be written, typewritten, or printed or partly written, stamped, typewritten or written.

Proof of Service

19. A certificate of the Secretary or other duly authorized officer of the Society in relation to the mailing or delivery of any notice to any member of the Society or to any member of the Council or officer, or any publication of any notice shall be conclusive evidence thereof and shall be binding on every member of the Society and of the Council as the case may be.

MISCELLANEOUS

Cheques, Drafts and Notes

20. All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by at least two persons, such officer or officers or person or persons whether or not officers of the Society and in such manner as the Council may from time to time designate.

Execution of Instruments

21. Contracts, documents or any instrument in writing requiring the signature of the Society shall be signed by the President or a Vice-President and by the Secretary and all contracts, documents and instruments in writing so signed shall be binding upon the Society without any further authorization or formality. The Council shall have power from time to time by resolution to appoint any other officer or officers on behalf of the Society either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

The seal of the Society may, when required, be affixed to contracts, documents and instruments in writing as aforesaid, or by any officer or officers appointed by resolution of the Council.

Fiscal Year

22. The fiscal year of the Society shall terminate on the 30th day of April in each year.

Interpretation

23. In all by-laws of the Society the singular shall include the plural and the plural the singular and the masculine shall include the feminine and the word "person" shall include firms and corporations.

Amendments

24. The Council may from time to time repeal, alter, amend, add to or re-enact any of the by-laws of the Society, but such alterations, amendments, additions or re-enactments shall only become effective when approved and adopted at a General Meeting of the Society, the notice calling such meeting having contained the proposed repeals, alterations, amendments, additions or re-enactments.

BY-LAW No. 3

A by-law respecting examinations, fees, educational syllabus, appointment of committees, establishment of Chapters, affiliation with other bodies, and other similar matters relating to the Society.

1. The Council may from time to time enact rules and regulations for the purpose of admitting applicants to Registered Membership in the Society, by special examination, but such rules and regulations as enacted by the Council shall have no force and effect unless and until approved and confirmed by a two-thirds majority of the Council.

2. The Council may from time to time appoint committees for the purpose of facilitating the management and business of the Society and such committee or committees, when appointed, shall exercise and perform such duties as may be delegated to it or to them.

3. The Council may establish facilities for the instruction of Student Members of the Society. The facilities so established shall be under the direction of the Council or an Educational Committee duly appointed by the Council.

4. The Council, or the Educational Committee, if appointed (but subject always to the direction of the Council) shall engage lecturers and instructors, determine their compensation, prepare and publish a syllabus and vary the same from time to time as expedient, prescribe the standard of proficiency, fix the term of study, prescribe the fees payable therefore, and do or provide anything convenient or necessary thereto.

5. The Council may hold examinations in each year but no examination shall be held outside the Province of British Columbia.

6. Due notice shall be sent or otherwise given to all Student Members of the time and place for holding the examinations.

7. The Council may make such further rules and regulations with respect to the curriculum and examinations as may from time to time seem expedient or necessary and such rules and regulations for the time being in force shall form part of this by-law.

8. The Council may fix and determine from time to time and by resolution the registration fee payable by all members of the Society, the annual fees payable by Registered Members, General Members and Student Members, and all other fees and assessments and such fees and assessments shall be published in the year book or otherwise.

9. The fees and assessments as fixed and determined by the Council shall be payable by every member of the Society on or before the first day

of July in each year (unless otherwise provided by resolution of the Council) for the year then ensuing.

10. Any member of the Society whose fees are not paid within six months after the date when such fees have become due and payable may be suspended by the Council from the privileges of membership. The payment of such fees shall (subject to the provisions of the Article next following) reinstate such member.

11. Any member of the Society whose fees are not paid within twelve months after date when such fees have become due and payable may be deemed to have terminated his membership and the Council may direct that his name be removed from the roll of the Society. Such person may be readmitted to membership upon such terms as the Council may approve.

12. Any member of the Society, not in arrears for fees, may terminate his membership by giving notice in writing to the Secretary.

13. Any Registered Member of the Society whose membership is terminated for any cause, shall forthwith surrender his Certificate to the said Society.

14. The Council may establish Chapters of the Society throughout the province of British Columbia, and such Chapters shall be governed by the following rules and regulations and such other rules and regulations as may be enacted from time to time by the Council. All such rules and regulations for the time being enforced shall be deemed to form part of this by-law:—

(a) Each Chapter shall collect the fees of the members, who are attached to it and shall remit 60% of the said fees to the Head Office of the Society monthly. This remittance shall be accompanied by a statement of additions, deletions and any other changes in the membership, certified by the Secretary-Treasurer and at least one other Chapter director.

(b) The fiscal year of each Chapter shall end on the last day in April of each year. The Annual Meeting of each Chapter shall be held prior to the Annual Meeting of the Society and not later than May 31st. Twenty per cent. of the membership, or a minimum of five, shall constitute a quorum. Each Chapter shall be governed by a Chairman, Vice-Chairman, and no less than six and no more than ten directors. There shall also be a Secretary-Treasurer or a Secretary and a Treasurer, who may be elected from their own members or who may be a non-member appointed by them.

(c) The Nominating Committee shall be comprised of the three past Chairmen of the Chapter, if that number are not available the President may nominate other members to the Committee, who shall present their report at the Annual General Meeting, nominating one or more members to fill various elective and appointive bodies. The duties of officers, term of office, nomination, removal and vacation of office as prescribed by the Society shall apply to the Chapter. The election of officers shall take place at the Annual General Meeting.

(d) Each Chapter, within one month of the close of its financial year shall forward to the Society a copy of its audited financial statement in the subscribed comparative form.

(e) Each Chapter shall have the right to make such regulations

as may be found necessary to meet local conditions, subject always to the approval of the Council of the Society.

(f) Each Chapter may establish facilities for the instruction of Student Members. The facilities so established shall be governed by the rules and regulations as may be enacted from time to time by the Council or the Educational Council duly appointed by the Council. Each Chapter may engage lecturers or instructors to determine their compensation and arrange study groups as may be found necessary to meet local conditions.

(g) The Council may from time to time fix the areas and jurisdiction of any Chapter.

15. The Council may by resolution affiliate with the Society any other body, corporate or unincorporate, having objects similar to those of the Society; but such act or acts of affiliation shall be approved and confirmed by at least a two-thirds majority of the Council, but no such act of affiliation shall become effective or binding until duly approved, confirmed and ratified at a Special or General Meeting of the Registered Members of the Society called for the purpose of considering the same.

Any incorporated or unincorporated Institute or Society which shall satisfy the Council that its standards of examinations and conditions of membership conform to the standards of examinations and conditions of membership of this Society, shall be entitled to be registered and affiliated accordingly and shall be designated an "Affiliated Society".

The following Societies being within the requirements of this by-law are hereby declared to be "Affiliated Societies":—

The Canadian Society of Cost Accountants and Industrial Engineers.

The Cost and Management Institute.

The Society of Industrial and Cost Accountants of Ontario.

The Society of Industrial Accountants of Alberta.

Other Institutes or Societies may be added to this list by resolution of the Council and such resolution or resolutions when so passed shall be deemed to form part of this by-law.

16. The Council shall recommend annually representatives to serve on the Council of the Canadian Society of Cost Accountants and Industrial Engineers.

17. The Council may from time to time, as to it may appear necessary, enact rules to regulate the conduct of all members of the Society, including the suspension or expulsion of any member for misconduct or violation of the by-laws of the Society and such rules for the time being in force shall be deemed to form part of this by-law and shall be published in the Year Book of the Society or otherwise.

18. Members of the Council may be paid by the Society their expenses in attending meetings of the Council and Committees by it appointed.

19. In the event of any dispute as to the intent or meaning of any by-law of the Society or of any rule or regulation made, adopted or enacted by the Council, the interpretation by a majority of the Council shall be final and conclusive.

BY-LAW No. 4

A by-law respecting the borrowing of money by the Society.

BE IT ENACTED by the Council of the Society as a by-law thereof as follows:—

1. The Council may from time to time:—
 - (a) Borrow money upon the credit of the Society.
 - (b) Limit or increase the amount to be borrowed.
 - (c) Hypothecate, mortgage, or pledge the real or personal property of the Society, or both, to secure any money borrowed for the purposes of the Society.
2. The Council may from time to time authorize any member or members of the Council, officer or officers of the Society or other person or persons, whether connected with the Society or not, to make arrangements with reference to the money borrowed or to be borrowed as aforesaid, and as to the terms and conditions of the loan thereof, and as to the securities to be given therefore, with power to modify or vary such arrangements, terms and conditions and to give such additional securities for any moneys borrowed or remaining due by the Society as the Council of the Society may authorize, and generally to manage, transact and settle the borrowing of money by the Society.
3. The Council may from time to time authorize any member or members of the Council, officer or officers or other person or persons, whether connected with the Society or not, to sign, execute and give on behalf of the Society all documents, agreements and promises necessary or desirable for the purposes aforesaid and to draw, make, accept, endorse, execute and issue cheques, promissory notes and other negotiable or transferrable instruments, and the same and all renewals thereof or substitutions thereof so signed shall be binding on the Society.
4. The powers hereby conferred shall be deemed to be in supplement of and not in substitution for any powers to borrow money for the purposes of the Society possessed by its Council or officers independently of a borrowing by-law.

BY-LAW No. 5

A by-law respecting Banking for the Society.

BE IT ENACTED by the Council of the Society as a by-law thereof as follows:—

1. That the Council may by resolution and from time to time appoint any chartered bank doing business in the Dominion of Canada to be the bank for the Society.
2. That any two of the President, Secretary, (Secretary-Treasurer), such member or members of the Council as the Council may by resolution authorize, are hereby authorized for and in the name of the Society of Industrial Accountants of British Columbia to draw, accept, sign and make all or any cheques, and orders for the payment of money; to pay and to receive all moneys and to give acquittance for the same, and generally for and in the name and on behalf of the said Society to transact with such bank, as may for the time being be the bank for the Society, any business they may think fit.
3. That any one of the President, Secretary, (Secretary-Treasurer), such member or members of the Council as the Council may by resolution authorize be and is hereby authorized on behalf of the Society to negotiate with, deposit with or transfer to the bank which is for the time being the bank for the Society (but for the credit of the account of the said Society only) all or any promissory notes, cheques or orders for the payment of

money and other negotiable paper and for the said purpose to endorse the same or any of them on behalf of the said Society and also from time to time to arrange, settle, balance and certify all books and accounts between the said Society and the bank which for the time being is the bank for the Society and also from time to time to receive all paid cheques and vouchers and to sign the said bank's form of settlement of balances and release.

BY-LAW No. 6

A by-law respecting the investing of money of or belonging to the Society.

BE IT ENACTED by the Council of the Society as a by-law thereof as follows:—

The Council of the Society may and is hereby authorized for and on behalf of the Society to invest surplus funds of the Society in those securities authorized by law for trust funds and, also, at their discretion, in those securities in which life insurance companies may by law invest their funds.

BY-LAW No. 7

A by-law relating to the establishment of a benevolent fund.

The Society may establish and administer a benevolent fund for any member or members, or the family of any deceased member or members of the Society who may require financial assistance, and for that purpose may make and receive contributions and administer the fund under such terms and conditions as may be adopted by the Society at any Annual or Special General Meeting.

BY-LAW No. 8

A by-law relating to the educational program of the Society.

The Council will arrange courses of study to promote the science of cost accounting and industrial management. They will make plans to develop and foster in commerce and industry a wider adoption of scientific organization and cost accounting methods as an aid to management and executive control.

They will provide facilities for the members of the Society to increase their knowledge and proficiency in all matters relating to cost accounting and allied branches of Commercial and Industrial Management.

They will arrange examinations for those wishing to demonstrate their proficiency in the profession of Cost Accounting and Industrial Management, and grant certificates to qualified members, and license the use by them of titles and initials signifying the possession of standard qualifications.

The Council will from time to time enact rules and regulations for the purpose of holding study groups, study courses and the holding of examinations; and such rules and regulations for the time being in force shall form part of this by-law.

STUDENT REGULATIONS

Student regulations and courses of study are the same as those of Ontario. See page 108.

Society of Industrial and Cost Accountants of Ontario



A. G. HOWEY, R.I.A.
President
1945 - 46

OFFICERS AND MEMBERS OF COUNCIL 1945-46

President—A. G. Howey, R.I.A., Mercury Mills Ltd., Hamilton.

1st Vice-President—F. E. Wood, R.I.A., Cost Inspection and Audit Division, Ottawa.

2nd Vice-President—L. J. Brooks, R.I.A., Brooks, Tyas & Co., Toronto.

Honorary Secretary—S. E. Nicholson, R.I.A., Sheldon's Ltd., Galt.

Honorary Treasurer—J. B. Tennant, R.I.A., Hiram Walker & Sons Ltd., Walkerville.

Secretary-Treasurer—J. N. Allan, R.I.A., 66 King St. E., Hamilton.

Council—D. R. Harrison, R.I.A., The Evening News Chronicle, Port Arthur; R. J. Menary, C.P.A., R.I.A., City of Hamilton, Hamilton; W. H. Furneaux, R.I.A., Aerovox, Canada, Ltd., Hamilton; W. L. McMahon, R.I.A., The Hamilton Cotton Co. Ltd., Hamilton; H. P. Wright, R.I.A., Wright, Pounder & Co., Hamilton; W. L. Jardine, R.I.A., Clare Bros. Ltd., Preston; D. G. Seebach, R.I.A., The B. F. Goodrich Rubber Co. Ltd., Kitchener; C. J. England, R.I.A., Silverwoods Ltd., London; F. E. Poynton, R.I.A., Lightning Fasteners Ltd., St. Catharines; J. McLaren, R.I.A., Foster Wheeler

Co. Ltd., St. Catharines; R. A. Burdett, R.I.A., Cost Inspection & Audit Division, Ottawa; J. S. Benson, R.I.A., The Andrew Jergens Co. Ltd., Perth; J. E. McKee, R.I.A., Mutual Life Assurance Co. Ltd., Toronto; G. Appleton, R.I.A., Toronto Hydro Electric System, Toronto; H. M. Hetherington, R.I.A., The Viceroy Manufacturing Co. Ltd., Toronto; K. A. Mapp, F.C.A., R.I.A., Henry Barber, Mapp & Mapp, Toronto; R. H. Metcalfe, R.I.A., Massey-Harris Co. Ltd., Toronto; Murray Dowdell, R.I.A., Frederick Stearns & Co. Ltd., Windsor; O. W. Cox, R.I.A., John Wyeth & Brother (Canada) Ltd., Walkerville.

CHAPTER OFFICERS AND DIRECTORS 1945-46

Bay of Quinte Chapter

Chairman—L. G. Lennox, Stewart-Warner Alemitte Corp., Belleville.

Vice-Chairman—Carl Casey, Deacon Bros. Ltd., Belleville.

Secretary-Treasurer—W. D. LaFrance, Wartime Prices and Trade Board, Belleville.

Directors—Isaac Stephenson, Department of National Revenue, Belleville; M. J. Vanner, Belleville Sargeant Co. Ltd., Belleville.

Fort William-Port Arthur Chapter

Chairman—D. R. Harrison, R.I.A., News-Chronicle Publishing Co. Ltd., Port Arthur.

Vice-Chairman—R. B. LeCocq, R.I.A., J. E. Crawford, C.A., Fort William.

Secretary-Treasurer—R. J. Hunter, R.I.A., W. S. Piper Limited, Fort William.

Directors—J. D. Healey, R.I.A., Port Arthur Shipbuilding Co. Ltd., Port Arthur; E. G. Charnock, R.I.A., Ogilvie Flour Mills Ltd., Fort William; A. G. Scott, R.I.A., Provincial Paper Co., Port Arthur; R. K. Piper, R. S. Piper & Sons, Fort William; W. E. Langford, R.I.A., Daily Times Journal, Fort William; Lindsay Stanfield, Snelgrove-Evans Fuel & Supply Co. Ltd., Fort William.

Hamilton Chapter

Chairman—Geo. H. Greenhough, R.I.A., The Reid Press Ltd.

Vice-Chairman—H. Gallagher, Irvington Varnish & Insulator Co. Ltd.

Secretary-Treasurer—A. R. Wright, R.I.A., Firestone Tire & Rubber Co. Ltd.

Directors—W. H. Furneaux, R.I.A., Aerovox, Canada, Limited; W. L. McMahon, R.I.A., The Hamilton Cotton Co. Ltd.; A. G. Howey, R.I.A., Mercury Mills Ltd.; R. J. Menary, R.I.A., City of Hamilton; W. R. Ward, R.I.A., United Gas & Fuel Co. Ltd.; H. Bricker, R.I.A., Dominion Government; W. Baillie, R.I.A., American Can Co. Ltd.; D. R. Caskie, R.I.A., Firestone Tire & Rubber Co. Ltd.; A. R. Clarke, R.I.A., Wallace Barnes Co. Ltd.; J. Farnworth, R.I.A., Steel Co. of Canada Ltd.; A. A. Gable, R.I.A., Canadian Westinghouse Co. Ltd.

Kitchener Chapter

Chairman—E. C. Codling, R.I.A., Beatty Bros. Limited, Fergus.

Vice-Chairman—G. M. Walker, R.I.A., The Canadian Transformer Co. Ltd., Waterloo.

Secretary-Treasurer—V. M. Buchanan, The W. E. Woelfe Shoe Co. Ltd., Kitchener.

Directors—E. W. Gillespie, The Waterloo Manufacturing Co. Ltd., Waterloo; N. R. Barfoot, R.I.A., The Galt Metal Industries Ltd., Galt; Jacob Bregman, Geo. Pattinson & Sons Limited, Preston; R. Harrison, Canadian General Rubber Co. Ltd., Galt; W. L. Jardine, R.I.A., Clare Bros. Limited, Preston; H. G. Mahaffey, Moore Business Forms Limited, Kitchener; L. D. Nethercott, R.I.A., G. L. Griffiths & Sons, Stratford; J. A. Wight, Zephyr Looms & Textiles Limited, Guelph.

London Chapter

Chairman—C. E. Costain, R.I.A., Costain Office Machines Co.

Vice-Chairman—C. J. England, R.I.A., Silverwood Dairies Ltd.

Secretary-Treasurer—F. N. Ware, R.I.A., Murray-Selby Shoes Limited.

Directors—L. W. Bennett, R.I.A., Cost Consultant; M. Ballantyne, R.I.A., Holeproof Hosiery Limited; S. C. Ferguson, C.A., Chartered Accountant; M. P. McBain, R.I.A., Kelloggs of Canada Limited; K. G. Quealle, R.I.A., Jones Box & Label Co.; K. W. Totten, Taylor Electric Company; F. A. Douglas, McCormick's Ltd.

Niagara Chapter

Chairman—F. E. Poynton, R.I.A., Lightning Fastener Co., St. Catharines.

Vice-Chairman—A. Stevens, R.I.A., Engineering Tool and Forgings Ltd., St. Catharines.

Secretary-Treasurer—A. M. Chesher, Thompson Products, Limited, St. Catharines.

Directors—F. L. Stout, Thompson Products, Limited, St. Catharines; George Oates, Ontario Construction Co., St. Catharines; J. E. Thorpe, R.I.A., Electro-Metallurgical Co. Ltd., Welland; F. H. Hesler, R.I.A., Plymouth Cordage Co., Welland; Allan Boyce, Garden City Paper Mills Ltd., Merritton; C. I. Little, R.I.A., Burgess Battery Co., Niagara Falls; F. A. N. Haultain, Interlake Tissue Ltd., Merritton; H. F. Keehl, R.I.A., Lightning Fastener Co., St. Catharines; Leonard Neal, Provincial Engineering Co., Niagara Falls.

Ottawa Chapter

Chairman—R. Hartin, C.A., Geo. A. Welch & Co., Ottawa.

Vice-Chairman—A. G. Hyndman, The E. B. Eddy Co., Hull.

Secretary-Treasurer—A. Rivers, The Hull Iron & Steel Foundries Ltd., Hull.

Directors—R. A. Burdett, R.I.A., Cost Inspection & Audit Division, Ottawa; J. S. Benson, R.I.A., The Andrew Jergens Co. Ltd., Perth; F. H. Drage, Ottawa Journal Publishing Co., Ottawa; R. W. Mitchell, Continental Paper Products Ltd, Ottawa; F. E. Wood, R.I.A., Cost Inspection & Audit Division, Ottawa; P. T. Hart, Ontario Hughes Owens & Co. Ltd., Ottawa.

Toronto Chapter

Chairman—J. E. McKee, R.I.A. Mutual Life Assurance Co. of Canada Ltd.

Vice-Chairman—H. M. MacDiarmid, R.I.A., Canadian Exporters Association.

Secretary-Treasurer—L. J. Brooks, R.I.A., Brooks, Tyas & Company.

Directors—M. C. Coutts, R.I.A., Sangamo Company Limited; M. B. Davidson, C.A., R.I.A., Chartered Accountant; C. J. Dutton, Luckett Loose

Leaf Ltd.; W. Evans, R.I.A., G. H. Wood & Co. Ltd.; D. W. Ewles, R.I.A., Copeland-Chatterson Ltd.; C. W. Johnson, R.I.A., Loblaw Groceries Ltd.; V. A. Kerr, R.I.A., Colgate Palmolive Peet Co. Ltd.; W. J. McCreight, A.C.A. (Ire.), C.A., R.I.A., W. Robinson & Son Converters Limited; R. A. McLean, R.I.A., Seiberling Rubber Co. of Canada Ltd.; T. M. Moran, Stevenson & Kellogg, Ltd.; H. S. Pratt, Consolidated Bakeries of Canada Ltd.; S. F. Saunders, C.A., Riddell, Stead, Graham & Hutchison.

Windsor Chapter

Chairman—M. L. Dowdell, R.I.A., Frederick Stearns & Co. Ltd.

Vice-Chairman—J. W. Ayerst, Backstay Standard Co. Ltd.

Secretary-Treasurer—J. A. Copland, McCord Radiator & Mfg. Co. Ltd.

Directors—E. R. McGee, R.I.A., Cost Inspection & Audit Division; E. R. Hutchinson, R.I.A., Walker Metal Products Ltd.; J. R. McFarlane, C.A., Dominion Forge & Stamping Co. Ltd.; G. R. James, Kelsey Wheel Co. Ltd.; R. G. Millin, Auto Specialties Mfg. Co. (Canada) Ltd.

REPORT OF PRESIDENT — YEAR 1944-45

On behalf of the Council it is my pleasure and privilege to present this report on the activities and the affairs of the Society for the year ended April 30 last.

During the year our hearts have been saddened by the death in July last of our Secretary-Treasurer, Mr. Richard Dawson, who was also Secretary-Manager of the Dominion Society, and by the death only last week of our Dominion President, Mr. E. J. Loiselle. The work of Mr. Dawson in the organizing of this Society and his untiring efforts on behalf of its members, and particularly for the students, will long be remembered with deep gratitude. Mr. Loiselle, as Dominion President, gave excellent leadership in a very critical period and won many friends in Ontario. We now pay tribute to the memory of these two men of sterling qualities, who have served us well and whose service should be an inspiration to us in the days that lie ahead.

Since our last Annual Meeting, the Armed Forces of the Allies have achieved "Victory in Europe", and we give thanks to Almighty God that peace has again come to many peoples, and we pray that soon the last stronghold of tyranny will be overcome and that a lasting peace may be established.

We have now 67 members on active service. Several have served and have received their discharge. One has paid the supreme sacrifice. To all these we owe a debt of gratitude. To those members who live to return to civil life we must see that our gratitude takes tangible form and that as a society they receive from us all possible opportunities and assistance in their studies and the securing of suitable post-war jobs.

In the past year the Society has made sound and steady progress and has continued to further strengthen the foundations for service in the industrial life of this Province, which have been so ably laid under the leadership of my predecessor, Mr. H. P. Wright.

The efforts of the Society have been directed along four main lines, and the results obtained have been highly satisfactory:

1. To improve the facilities, methods and courses for student education.

(This work has been done in co-operation with the Dominion Educational Co-ordination Committee.)

2. To increase membership in the Society.
3. To encourage, inspire, advise and assist the Chapters of the Society and the various Student groups throughout the province in their local activities.
4. To co-operate in every way possible with the Dominion Society and the various provincial Bodies in the building of a strong, well organized association free from sectional friction and maintaining the highest possible uniform educational standards.

Student Education

The report of the Educational Committee under the Chairmanship of Mr. H. P. Wright will be presented to you in detail. It should be noted that correspondence courses in Industrial Organization and Management and Business Mathematics have been prepared, and a correspondence course in Industrial Legislation is now in process of being written. All three courses will be available to students within the next few weeks. We are endeavouring to have lecture courses, in at least some subjects, available to students in Ottawa and London this fall. Your educational committee has worked most closely with the Dominion Education Co-ordinating Committee during the year and much useful information has passed from one to the other.

In the recent examinations, 145 papers written by students of the Society, and 96 papers received a pass. In Industrial Organization and Management, 29 students tried and 29 passed.

Membership

Membership in the Society increased from 769 to 813, a net increase of 44 during the year. This net gain was achieved after the deletion of the names of a considerable number whose fees had not been paid. The following is a comparison of membership:

	At April 30, 1944	At April 30, 1945
Registered Members
General Members	411	448
Student Members	285	298
On Active Service	73	67
	<hr/> 769	<hr/> 813

Since April 30, 1945, the Society has received a large number of applications from students desirous of starting our courses in the fall term.

Chapter Activities

It was my pleasure to visit most of the Chapters during the year, in many places in company with our late Dominion President, Mr. E. J. Loiselle. The enthusiasm and progress being made was an inspiration to me. I regret that I was unable to visit two of the Chapters, but reports from these are most encouraging. The Chapters and Student Groups generally have had good officers and are in healthy condition.

A committee consisting of Mr. H. P. Wright, Mr. C. Warnes and Mr. J. B. Tennant, Chairman, completed a most excellent study of Chapter operations and have drawn up a complete set of Chapter regulations, which with their report will be presented to you for consideration. This com-

mittee has done a splendid piece of work which will be of inestimable value to the Society.

Inter-Society Relationships

We congratulate the Society of Industrial Accountants of British Columbia on securing a private member's Bill at the past session of their Legislature, and wish them success. We also wish to congratulate the Cost and Management Institute, Quebec, and the Society of Industrial Accountants of Alberta, on the splendid success which they have had in the past year.

This Society has just completed an Agreement with the Dominion Society which sets out in detail the basis of affiliation. Identical agreements are being completed between the Dominion Society and the other Provincial Bodies. These agreements will clarify the status of each organization and will be of great assistance to the various officers in the carrying out of their duties.

Treasurer's Report

The Treasurer's Report shows a deficit at April 30, 1945, of \$620.71 with an excess of Expenditures over Revenue for the year of \$862.45. Immediate steps must be taken to increase the annual revenue so that it exceeds expenditures and to wipe off the accumulated deficit.

General

The members of this Society made donations to the Dawson Memorial Fund to the amount of \$1,604, out of a total of \$2,184 received by the Fund to date. This is tangible evidence of the deep esteem in which Mr. Dawson was held by our members.

I desire on behalf of the Council to express our appreciation to Mr. L. J. Brooks for the excellent service which he gave to our Society as interim Secretary-Treasurer following the death of the late Mr. Dawson.

We welcome as our new assistant Secretary-Treasurer, Mr. J. Nelson Allan, and the calibre of his work since taking office is deserving of highest commendation.

Thanks are due to Mr. W. H. Furneaux, 1st Vice-President of the Dominion Society, and his committee for the efforts put forth in the selection of Mr. Allan as Secretary-Manager and our Assistant Secretary-Treasurer.

It has been a pleasure to have served you as President during the past year. The work has been done almost entirely by the various committees, and I desire to thank personally the Council, the Officers, the Chairmen and Committee Members who have given so freely of their time and talents to the affairs of the Society.

Respectfully submitted on behalf of the Officers and the Council.

H. M. HETHERINGTON,
President.

An Act to Incorporate the Industrial and Cost Accountants of Ontario

Chapter 77, 5, Geo. VI. of The Statutes of Ontario

WHEREAS Harold Percy Wright of the city of Hamilton, Accountant, George Appleton of the city of Toronto, Comptroller and Richard Dawson of the city of Hamilton, Secretary, have by their petition represented that they, together with the other persons who have signed the said petition, are desirous of being incorporated under the name "Society of Industrial & Cost Accountants of Ontario" for the purpose of increasing the knowledge, skill and proficiency of its members in all things relating to cost and industrial accounting, business organization and administration and generally for the carrying out of the objects of the Society; and whereas the said petitioners have prayed that an Act may be passed for such purposes; and whereas it is expedient to grant the prayer of the said petition:

THEREFORE, His Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

1. The persons named in the preamble, together with the other persons who have signed the said petition and such other persons as may hereafter become members of the Society, are hereby constituted a body corporate and politic under the name "Society of Industrial and Cost Accountants of Ontario", herein called "the Society".

2. The general objects of the Society shall be to promote and increase the knowledge, skill and proficiency of its members in all things relating to cost and industrial accounting, business organization and administration.

3.—(1) Membership in the Society shall be open to any one 16 years of age or over who is engaged in or interested in cost and industrial accounting, business organization and administration.

(2) The Society shall have three classes of members, namely, registered members, general members and student members.

4.—(1) A register, which shall be open for inspection by the public at all reasonable times, shall be kept containing the names of all members of the Society in good standing.

(2) Only those members whose names appear in the register shall be entitled to the privileges of membership in the Society.

5. The Society may establish and administer a benevolent fund for any members or the family of any deceased member of the Society who may require financial assistance, and for that purpose may make or receive contributions.

6. The Society may purchase, sell, mortgage, lease or otherwise deal with such real property as is actually required for its purposes.

7.—(1) The affairs and business of the Society shall be controlled, managed and regulated by a Council which shall consist of at least ten qualified members, five of whom shall constitute a quorum, and who shall hold office for a term of one year and until their successors are elected: provided that any member of the Council may be re-elected.

(2) When a vacancy occurs in the Council from any cause, the Council shall appoint any registered member of the Society to fill the vacancy until the next annual meeting of the Society.

8.—(1) A general meeting of the Society shall be held annually for the purpose of electing the Council and for such other business as may be brought before the meeting.

(2) A general meeting shall be held at such time and place, upon such notice and otherwise as is provided in the by-laws of the Society.

9. The Council shall elect from its members a president, a first and a second vice-president, a secretary, and a treasurer or a secretary-treasurer, and may appoint a registrar and such other officers and employees as may be provided for in the by-laws of the Society.

10.—(1) The Council may pass by-laws which shall not come into force until approved at an annual general meeting of the Society or at a special general meeting thereof called for the purpose of considering same:—

- (a) to prescribe a curriculum and the course of studies to be pursued by members in cost and industrial accounting, business organization and administration and the subjects upon which candidates for admission to registered membership shall be examined, and for granting certificates to registered members;
- (b) to establish lectures and classes for members of the Society in cost and industrial accounting; business organization and administration;
- (c) authorizing an agreement between the Society and any university, college or school for such lectures or classes as may come within the course of subjects prescribed by the by-laws of the Society.
- (d) to regulate the conduct of the members of the Society, including the suspension or expulsion of any member for misconduct or violation of the by-laws or regulations of the Society;
- (e) providing for the payment of salary to the secretary, the treasurer or the secretary-treasurer, the registrar and any other officer or employee of the Society and fixing the duties of each of them;
- (f) fixing the examination fees to be paid by members and candidates for admission to membership in the Society, and the annual fees to be paid by members;
- (g) to establish chapters of the Society within Ontario;
- (h) to affiliate any other body, corporate or unincorporate, having objects similar to those of the Society;
- (i) governing the election of members to the Council;
- (j) fixing of procedure to be adopted at meetings;
- (k) generally for the carrying out of the purposes of this Act.

(2) Any by-law of the Society may be annulled by the Lieutenant-Governor in Council.

11.—(1) Every registered member of the Society shall have the right to use the designation "Registered Industrial and Cost Accountant" and may use after his name the initials R.I.A., indicating that he is a Registered Industrial and Cost Accountant.

(2) Every person taking or using the designation "Registered Industrial and Cost Accountant" or the initials "R.I.A." or any name, title or description implying that he is a member of the Society, unless authorized so to do, shall be guilty of an offence and shall upon conviction incur a penalty not exceeding \$25.00 for each offence.

(3) The Penalty imposed under sub-section 2 may be recovered under The Summary Convictions Act and shall be paid over forthwith by the magistrate to the Society.

12. This Act shall not affect or interfere with the right of any person from carrying on business in Ontario as a cost accountant, or industrial accountant, or professional accountant, and from designating himself as such.

13. Any surplus derived from carrying on the affairs and business of the Society shall be devoted and applied solely in promoting and carrying out its objects and purposes and shall not be divided among its members.

14. The persons named in the preamble are hereby constituted a Provisional Council with power to call the first annual general meeting of the Society at such time and place, upon such notice and otherwise as to them appears advisable, having regard to the interests of the Society: provided that such meeting shall be called within three months after the day upon which this Act comes into force.

15. This Act shall come into force on the day upon which it receives the Royal Assent.

16. This Act may be cited as "The Society of Industrial and Cost Accountants of Ontario Act 1941".

BY-LAWS

BY-LAW No. 1

A by-law relating generally to the transaction of the business and affairs of the Society.

BE IT ENACTED by the Council of the Society as a by-law thereof as follows:

Head Office

1. The Head Office of the Society shall be in the Province of Ontario, and at such place therein as the Council of the Society may from time to time decide.

Seal

2. The seal, an impression whereof is stamped on the margin hereof, shall be the seal of the Society.

Council

3. **Number.** The affairs and business of the Society shall be controlled, managed and regulated by a Council which shall consist of at least ten registered members, with each chapter of the Society represented thereon.

4. **Qualifications.** The qualification of a member of the Council shall be that he is a Registered Member of the Society in good standing.

5. **Term of Office.** The Members' term of Office shall be for one year from the meeting at which they are elected or appointed, or until their successors are elected or appointed. When a vacancy occurs in the Council from any cause, the Council shall appoint any registered member of

the Society to fill the vacancy until the next annual meeting of the Society or for the balance of the unexpired term of the vacating member.

6. **Vacation of Office.** The office of a Member of the Council shall ipso facto be vacated:—

(a) If he becomes a bankrupt or suspends payment or compounds with his creditors or makes an authorized assignment or is declared insolvent.

(b) If he is found to be a lunatic or becomes of unsound mind.

(c) If he ceases for any cause to qualify for the office of a Member of the Council.

(d) If by notice in writing to the Council he resigns his office.

7. **Election and Removal.** Election of Members of the Council shall be by ballot.

The Secretary shall, at least thirty days prior to the Annual Meeting, notify all Registered Members, that nominations for the Council will be received by him up to fourteen days before the Annual Meeting.

The whole Council shall retire at the annual meeting at which Members are to be elected but shall be eligible for election if otherwise qualified.

Any candidate or candidates eligible for election to the Council at an Annual Meeting shall be nominated in writing by two members of the Society and such nomination shall be presented, mailed or otherwise delivered to the Secretary not less than fourteen days before the Annual Meeting.

The Secretary shall prepare and mail to each Registered Member in good standing, a voting paper containing the names alphabetically arranged of those nominated for the Council, at least ten days before the date of the Annual Meeting and the Council shall be elected by means of such voting papers, whether the members voting be present at or absent from the Annual Meeting.

The President shall, on or before the date fixed for the Annual Meeting, appoint, with their assent, three Registered Members of the Society who shall act as Scrutineers at the election of the Council and who shall not have been nominated as candidates for election thereto. The Scrutineers shall count the voting papers and shall prepare a certified, alphabetical list of those elected, and return the same to the Secretary who shall declare the result of the voting. The voting papers, after being counted, shall be placed in a sealed package and delivered to the Secretary for destruction.

The number of persons who, from time to time constitute the Council, have received the highest number of votes shall be declared elected as Members of the Council for the ensuing year.

If an equality of votes between two or more persons leaves the election of one or more of the candidates undecided, the Scrutineers shall forthwith put into a ballot box a number of papers with the names of the candidates having such equality of votes written thereon, one for each such candidate, and the chairman shall draw by chance from such ballot box one or more of such papers sufficient to make up the required number, and the persons whose names are upon the papers so drawn shall be declared to have been elected to the Council.

But provided always that any Member or Members may, at any time, be removed from office and one or others appointed instead by resolution passed at a special general meeting of the Society called for that purpose.

A retiring Member of the Council shall retain office until the dissolution of the meeting at which his successor is elected.

Each Chapter of the Society, when and as established, may elect a Registered Member of the Society to serve on the Council.

Meeting of the Council

8. **Place and Notice.** Council meetings may be held at such place or places and at such time or times the Council may determine. Meetings of the Council may be held at any time without formal notice if all the Members are present or those absent have signified their consent in writing to the meeting being held in their absence. The President or a Vice-President or any four Members of the Council may at any time and the Secretary by the direction of the President or a Vice-President or any four members shall convene a meeting of the Council. Notice of such meeting shall be delivered or mailed or telegraphed to each Member seven days (exclusive of the day on which the notice is delivered, mailed or telegraphed but inclusive of the day for which notice is given) before the meeting is to take place. Notice of any meeting or any irregularity in any meeting or the notice thereof may be waived by any Member of the Council. (Amended by by-law 6, sect. 1.)

9. **Quorum.** Five of the Members of the Council shall constitute a quorum for the transaction of all matters and business before it.

10. **Voting.** Questions arising at any meeting of the Council shall be decided by a majority of votes. In the case of an equality of votes the Chairman in addition to his original vote shall have a second or casting vote.

Remuneration

11. The remuneration, if any, to be paid the Members of the Council shall be such as the Council shall from time to time determine and such remuneration shall be in addition to the salary paid to any officer of the Society who is also a Member of the Council. The Council may also by resolution award special remuneration to any Member undertaking any special services on behalf of the Society and the confirmation of any such resolution or resolutions by the Society shall not be required.

For the Protection of the Council

12. No Member of the Council, auditor, secretary or other officer for the time being of the Society shall be liable for the acts, receipts, neglects or defaults of any other Member of the Council or officer or employee or for any loss, damage or expense happening to the Society through the insufficiency or deficiency of title to any property acquired by order of the Council for and on behalf of the Society or for the insufficiency or deficiency in or upon which any of the moneys of or belonging to the Society shall be placed out or invested or for any loss or damages arising from the bankruptcy, insolvency or tortious act of any person, firm or corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his respective office or trust or in relation thereto unless the same shall happen by or through his own wilful act or default.

Officers

13. Deleted by by-law 6, sect. 2.

14. The Council at its first general meeting after election shall elect the President, First and Second Vice-President, a Secretary and a Treasurer from among their own number. In case and whenever the same person holds the office of Secretary and Treasurer he may, but need not, be known as the Secretary-Treasurer. The Council may appoint such other officers and agents as it shall deem necessary, who shall have such authority and shall perform such duties as from time to time shall be prescribed by the Council.

15. **Remuneration and Removal of Officers.** The remuneration of all officers shall be determined from time to time by resolution of the Council. The fact that any officer or employee is a Member of the Council or of the Society shall not disqualify him from receiving such remuneration as may be determined. All officers, in the absence of an agreement to the contrary, shall be subject to removal by resolution of a majority of two-thirds of the entire Council at any time, with or without cause, provided that a majority of the Council shall vote in favour thereof.

16. **Delegation of Duties.** In case of the absence of the President, First or Second Vice-Presidents or any other officer of the Society or for any other reason that the Council may deem sufficient, the Council may delegate the powers of such officer to any other officer or to any other Member of the Council for the time being provided that a majority of the entire Council concur therein.

17. **The President.** The President shall be the chief executive officer of the Society. He shall, if present, preside at all meetings of the Society and of the Council; he shall sign all instruments which require his signature and shall perform all duties incident to his office and shall have such other powers and duties as may from time to time be assigned to him by the Council.

18. **The Vice-Presidents.** The Vice-President, or if more than one, the Vice-Presidents in order of seniority shall be vested with the powers and shall perform all the duties of the President in the absence of, the disability of, or refusal to act of the President. The Vice-President or, if more than one, the Vice-Presidents shall have such other powers and duties as may from time to time be assigned to him or them by the Council.

19. **The Secretary.** The Secretary shall issue, or cause to be issued, notices for all meetings of the Council, the Society and executive committee (if any) when directed so to do; have charge of the minute books of the Society; sign with the President or other signing officer or officers of the Society such instruments as require his signature and shall perform such other duties as the terms of his engagement call for or the Council may from time to time properly require him.

The Secretary or some other officer specially charged with the duty shall keep, or cause to be kept, a book or books wherein shall be kept recorded:—

(a) A copy of the Private Act of the Legislative Assembly of Ontario incorporating the Society and of any and all amendments thereof.

(b) The names alphabetically arranged of all persons who are or have been members of the Society and the address of every such person, as far as can be ascertained.

(c) The names and addresses of all persons who are or have been members of the Council, with the several dates at which each became or ceased to be a Member of the Council.

20. **The Treasurer.** The Treasurer shall have the care and custody of all funds and securities of the Society and deposit the same in the name of the Society in such bank or banks or with such depository or depositories as the Council may direct. Unless otherwise provided by resolution of the Council, he shall sign all cheques, drafts, notes and orders for the payment of money, and he shall pay out and dispose of the same under the direction of the Council. He shall at all reasonable times exhibit his books and accounts to any Member of the Council upon application. He shall sign or countersign such instruments as require his signature and shall perform all duties incident to his office or that are properly required of him by the Council. He may be required to give such bond for the faithful performance of his duties as the Council in their uncontrolled discretion may require and no Member of the Council shall be liable for failure to require any bond or for the insufficiency of any bond or for any loss by reason of the failure of the Society to receive indemnity thereby provided.

21. At the Annual Meeting in each year, two Registered Members of the Society, not Members of the Council, shall be elected auditors for the ensuing year.

The Auditors shall examine all books of account, vouchers, balance sheets and other financial documents, and report thereon to the Society at the annual meeting and to the Council at least seven days before the date of the annual meeting.

Vacancies

22. If the Office of the President, Vice-President, Secretary or Treasurer or any other officer appointed under authority of clause 13 hereof or the position of auditors shall be or become vacant by reason of death, resignation, disqualification or otherwise, the Council by resolution passed at any meeting duly called for that purpose may elect or appoint an officer to fill such vacancy.

Meetings of the Society

23. **Annual Meetings.** The Annual Meeting of the Society shall be held at such time and at such places in Ontario in each year as the Council may by resolution determine.

24. **Special Meetings.** Other meetings of the Society whether special or general may be convened by order of the President or Vice-President or a majority of the Council at any time.

25. **Notice.** A printed, written or typewritten notice stating the day, hour and place of a meeting and the general nature of the business to be transacted, shall be served, either personally or by sending such notice to each Member of the Society through the post, in a post-paid wrapper or letter ten days (exclusive of the day of mailing but inclusive of the day for which the notice is given) before the date of every meeting at such address as appears on the books of the Society, or, if no address be given therein, then to the last address of such Member known to the Secretary. Provided always that a meeting of the Members of the Society may be held for any purpose at any time without notice if all the Members entitled to notice of such meeting are present in person or represented thereat by

proxy or if the absent Members shall have signified their assent in writing to such meeting being held. Notice of any meeting or any irregularity in any meeting or in the notice thereof may be waived by any Member or the duly appointed proxy of any member.

26. **Omission of Notice.** The accidental omission to give notice of any meeting or the non-receipt of any notice by any Member or Members shall not invalidate any resolution passed or any proceeding taken at any meeting.

27. **Votes.** Only Registered Members of the Society in good standing shall be entitled to vote at meetings of the Society and such Members shall have one vote each.

Every question submitted to any meeting of the Society shall be decided in the first instance by a show of hands and in the case of an equality of votes the Chairman shall, both on a show of hands and at the poll, have a casting vote in addition to the vote to which he is entitled.

At any meeting, unless a poll is demanded, a declaration by the Chairman that a resolution has been carried or carried unanimously or by any particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact.

In the absence of the President or Vice-President the Members of the Society present entitled to vote, shall choose another Member of the Council as chairman. If no member of the Council is present or if all the Members of the Council present decline to take the chair, then the Members of the Society present shall choose one of their number to be chairman.

If at any meeting a poll is demanded on the election of a chairman or on the question of adjournment it shall be taken forthwith without adjournment.

If at any meeting a poll is demanded on any other question it shall be taken in such manner and either at once, or after adjournment as the chairman directs. The result of a poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

A demand for a poll may be withdrawn.

28. **Proxies.** Votes may be given either personally or by proxy. At every meeting at which he is entitled to vote, every Member of the Society shall have one vote only on a show of hands. Upon a poll at which he is entitled to vote, every Member of the Society shall have one vote only on a show of hands. Upon a poll at which he is entitled to vote, every Member of the Society present in person or by proxy shall have, in addition to his personal vote, one vote for every proxy held by him.

The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorized in writing.

No person shall act as proxy unless he is entitled on his own behalf to be present and vote at the meeting at which he acts as proxy.

An instrument appointing a proxy shall be in the following form or in any other form of which the Council shall approve:—

I, _____ of _____ a
Member of the Society of Industrial and Cost Accountants of Ontario hereby
appoint _____ of _____ as my
proxy to vote for me and on my behalf at the _____ meeting of
the Society to be held on the _____ day of _____ and at
any adjournment thereof.

Signed this

day of

19

Member

Witness

29. **Adjournment.** The Chairman may with the consent of the meeting adjourn the same from time to time and no notice of such adjournment need be given to the Members of the Society. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the meeting, but no new business shall be brought before or dealt with at the adjourned meeting which is not in accordance with the notice calling the original meeting.

30. **Quorum.** Ten Members of the Society personally present shall be a quorum of any meeting of the Society for the choice of a Chairman and the adjournment of the meeting; for all other purposes a quorum for any meeting shall be twenty-five Members, or such greater or less number as the Council may, by resolution, decide upon. No business shall be transacted at any meeting unless the quorum requisite be present at the commencement of business.

Notices

31. **Service.** Any notice may be served by the Society on any Member either personally or by sending it through the post in a post-paid envelope or wrapper addressed to such Member at his address as the same appears on the books of the Society, or if no address be given therein to the last address of such Member known to the Secretary. With respect to every notice sent by post it shall be sufficient to prove that the envelope or wrapper containing the notice was put into the Post Office or into one of His Majesty's letter boxes.

32. **Signature to Notice.** The signature to any notice to be given by the Society may be written, typewritten, or printed or partly written, stamped, typewritten or written.

33. **Proof of Service.** A certificate of the Secretary or other duly authorized officer of the Society in relation to the mailing or delivery of any notice to any Member of the Society or to any Member of the Council or officer, or any publication of any notice shall be conclusive evidence thereof and shall be binding on every Member of the Society and of the Council as the case may be.

Miscellaneous

34. **Cheques, Drafts and Notes.** All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by such officer or officers or person or persons whether or not officers of the Society and in such manner as the Council may from time to time designate.

35. **Execution of Instruments.** Contracts, documents or any instrument in writing requiring the signature of the Society shall be signed by the President or a Vice-President and by the Secretary and all contracts, documents and instruments in writing so signed shall be binding upon the Society without any further authorization or formality. The Council shall have power from time to time by resolution to appoint any other officer

or officers on behalf of the Society either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

The seal of the Society may, when required, be affixed to contracts, documents and instruments in writing as aforesaid, or by any officer or officers appointed by resolution of the Council.

36. **Fiscal Year.** The fiscal year of the Society shall terminate on the 30th day of April in each year.

37. **Interpretation.** In all by-laws of the Society the singular shall include the plural and the plural the singular and the masculine shall include the feminine and the word "person" shall include firms and corporations.

A by-law respecting the borrowing of money by the Society.

BY-LAW No. 2

BE IT ENACTED by the Council of the Society as a by-law thereof as follows:—

1. The Council may from time to time,
 - (a) Borrow money upon the credit of the Society.
 - (b) Limit or increase the amount to be borrowed.
 - (c) Hypothecate, mortgage, or pledge the real or personal property of the Society, or both, to secure any money borrowed for the purposes of the Society.

2. The Council may from time to time authorize any Member or Members of the Council, officer or officers of the Society or other person or persons, whether connected with the Society or not, to make arrangements with reference to the money borrowed or to be borrowed as aforesaid, and as to the terms and conditions of the loan thereof, and as to the securities to be given therefore, with power to modify or vary such arrangements, terms and conditions and to give such additional securities for any moneys borrowed or remaining due by the Society as the Council of the Society may authorize, and generally to manage, transact and settle the borrowing of money by the Society.

3. The Council may from time to time authorize any Member or Members of the Council, officer or officers or other person or persons, whether connected with the Society or not, to sign, execute and give on behalf of the Society all documents, agreements and promises necessary or desirable for the purposes aforesaid and to draw, make, accept, endorse, execute and issue cheques, promissory notes and other negotiable or transferrable instruments, and the same and all renewals thereof or substitutions therefore so signed shall be binding on the Society.

4. The powers hereby conferred shall be deemed to be in supplement of and not in substitution for any powers to borrow money for the purposes of the Society possessed by its Council or officers independently of a borrowing by-law.

BY-LAW No. 3

A by-law respecting Banking for the Society.

BE IT ENACTED by the Council of the Society as a by-law thereof as follows:—

1. That the Council may by resolution and from time to time appoint

any chartered bank doing business in the Dominion of Canada to be the Bank for the Society.

2. That any two of the President, Secretary, Secretary-Treasurer, such Member or Members of the Council as the Council may by resolution authorize, are hereby authorized for and in the name of the Society of Industrial and Cost Accountants of Ontario to draw, accept, sign and make all or any cheques, and orders for the payment of money; to pay and to receive all moneys and to give acquittance for the same, and generally for and in the name and on behalf of the said Society to transact with such bank, as may for the time being be the Bank for the Society, any business they may think fit.

3. That any one of the President, Secretary, Secretary-Treasurer, such Member or Members of the Council as the Council may by resolution authorize be and is hereby authorized on behalf of the Society to negotiate with, deposit with or transfer to the bank which is for the time being the bank for the Society (but for the credit of the account of the said Society only) all or any promissory notes, cheques or orders for the payment of money and other negotiable paper and for the said purpose to endorse the same or any of them on behalf of the said Society and also from time to time to arrange, settle, balance and certify all books and accounts between the said Society and the bank which for the time being is the bank for the Society and also from time to time to reserve all paid cheques and vouchers and to sign the said bank's form of settlement of balances and release.

BY-LAW No. 4

A by-law respecting the investing of money of or belonging to the Society.

BE IT ENACTED by the Council of the Society as a by-law thereof as follows:—

The Council of the Society may and is hereby authorized for and on behalf of the Society to invest surplus funds of the Society in those securities authorized by law for trust funds and, also, at their discretion, in those securities in which Life Insurance Companies may by law invest their funds.

BY-LAW No. 5

A by-law respecting membership, examinations, fees, discipline, the appointment of committees and other similar matters relating to the Society.

BE IT ENACTED by the Council of the Society as a by-law thereof as follows:—

1. Membership in the Society shall be open to any person sixteen years of age or over who is interested in, or engaged in, industrial and cost accounting, business organization and administration.

2. The Society shall have three classes of members, namely, registered members, student members, and general members.

3. Every candidate for Registered Membership in the Society who shall have passed the prescribed examinations and who shall have attained the prescribed standard of proficiency thereon shall be admitted as a Registered Member and entitled to use after his name the designation "Registered Industrial and Cost Accountant" and the initials "R.I.A.", provided always that such candidate has paid the required fees and has agreed to abide by the rules, regulations and by-laws of the Society.

4. Every candidate for Student Membership in the Society who is pursuing the prescribed course of studies and who agrees to attend the lectures and classes shall be admitted to Student Membership in the Society, provided that he has filed the requisite application and paid the prescribed fees.

But no Student Member shall be entitled to the use of the designation "Registered Industrial and Cost Accountant" or the initials "R.I.A."

5. Every Member of the Society who is not a Registered Member or a Student Member shall be a General Member; but no General Member shall be entitled to the use of the designation "Registered Industrial and Cost Accountant" or the initials "R.I.A."

6. The Council may from time to time enact rules and regulations for the purpose of admitting applicants to Registered Membership in the Society, by special examination, but such rules and regulations as enacted by the Council shall have no force and effect unless and until approved and confirmed by a two-thirds majority of the Council.

7. The Council may from time to time appoint committees for the purpose of facilitating the management and business of the Society and such committee or committees, when appointed, shall exercise and perform such duties as may be delegated to it or to them.

8. The Council may establish facilities for the instruction of Student Members of the Society. The facilities so established shall be under the direction of the Council or an Educational Committee duly appointed by the Council.

9. The Council, or the Educational Committee, if appointed (but subject always to the direction of the Council) shall engage lecturers and instructors, determine their compensation, prepare and publish a syllabus and vary the same from time to time as expedient, prescribe the standard of proficiency, fix the term of study, prescribe the fees payable therefore, and do or provide anything convenient or necessary thereto.

10. The Council may hold examinations in each year but no examination shall be held outside the Province of Ontario.

11. Due notice shall be sent or otherwise given to all Student Members of the time and place for holding the examinations.

12. The Council may make such further rules and regulations with respect to the curriculum and examinations as may from time to time seem expedient or necessary and such rules and regulations for the time being in force shall form part of this by-law.

13. The Council may fix and determine from time to time and by resolution the registration fee payable by all members of the Society, the annual fees payable by Registered Members, General Members and Student Members, and all other fees and assessments and such fees and assessments shall be published in the year book or otherwise.

14. The fees and assessments as fixed and determined by the Council shall be payable by every Member of the Society on or before the first day of July in each year (unless otherwise provided by resolution of the Council) for the year then ensuing.

15. Any Member of the Society whose fees are not paid within six months after the date when such fees have become due and payable may be suspended by the Council from the privileges of Membership. The

payment of such fees shall (subject to the provisions of the Article next following) reinstate such member.

16. Any Member of the Society whose fees are not paid within twelve months after date when such fees have become due and payable may be deemed to have terminated his membership and the Council may direct that his name be removed from the roll of the Society. Such person may be readmitted to membership upon such terms as the Council may approve.

17. Any Member of the Society, not in arrears for fees, may terminate his Membership by giving notice in writing to the Secretary.

18. Any Registered Member of the Society whose membership is terminated for any cause, shall forthwith surrender his Certificate to the said Society.

19. The Council may establish Chapters of the Society throughout the Province of Ontario and shall enact rules and regulations for the conduct and government of such Chapters where and when established and such rules and regulations for the time being in force shall be deemed to form part of this by-law and shall be published in the year book of the Society or otherwise.

20. The Council may by resolution affiliate with the Society any other body, corporate or unincorporate, having objects similar to those of the Society; but such act or acts of affiliation shall be approved and confirmed by at least a two-thirds majority of the Council, but no such act of affiliation shall become effective or binding until duly approved, confirmed and ratified at a special or general meeting of the Registered Members of the Society called for the purpose of considering the same.

Any incorporated or unincorporated Institute or Society which shall satisfy the Council that its standards of examination and conditions of membership conform to the standards of examinations and conditions of membership of this Society, shall be entitled to be registered and affiliated accordingly and shall be designated an "Affiliated Society".

The following Societies being within the requirements of this by-law are hereby declared to be "Affiliated Societies":

The Canadian Society of Cost Accountants and Industrial Engineers.

The Cost and Management Institute.

Other Institutes or Societies may be added to this list by resolution of the Council and such resolution or resolutions when so passed shall be deemed to form part of this by-law.

21. The Council shall recommend annually representatives to serve on the Council of the Canadian Society of Cost Accountants and Industrial Engineers.

22. The Council may from time to time, as to it may appear necessary, enact rules to regulate the conduct of all Members of the Society, including the suspension or expulsion of any Member for misconduct or violation of the by-laws of the Society and such rules for the time being in force shall be deemed to form part of this by-law and shall be published in the year book of the Society or otherwise.

23. Members of the Council shall be paid by the Society their expenses in attending meetings of the Council and committees by it appointed.

24. In the event of any dispute as to the intent or meaning of any by-law of the Society or of any rule or regulation made, adopted or enacted

by the Council, the interpretation by a majority of the Council shall be final and conclusive.

BY-LAW No. 6

A By-law to amend By-law Number One, Sections Eight and Thirteen of the by-laws of the Said Society.

BE IT ENACTED by the Council of the Society as a by-law thereof as follows:—

1. THAT By-law Number One (8) be amended by adding at the end thereof the following provision, that is to say:—

"The first meeting of a Council of the Society after its election may be held without formal notice to the members thereof."

2. THAT By-law Number One (13) be amended by repealing the same as it is now written and by substituting the following provision therefor, that is to say:—

"The Officers of the Society shall be a President, a First and Second Vice-President, an Honourary Secretary, an Honourary Treasurer, a Secretary-Treasurer and such other officers or employees, including a Registrar as the Council may from time to time determine. None of the said officers except the President, Vice-Presidents, Honourary Secretary and Honourary Treasurer need be a Member of the Council."

STUDENT REGULATIONS

Degree

The Society of Industrial and Cost Accountants of Ontario will grant the degree of "Registered Industrial Accountant" and use of the letters R.I.A. to persons passing the prescribed examinations in Bookkeeping, Business Mathematics, Accounting, Fundamentals of Cost Accounting, Advanced Cost Accounting and Industrial Organization and Management, and who submit an acceptable Cost Accounting Thesis and otherwise fulfil the requirements as laid down by the Society. Candidates must possess a minimum of four years experience as an Accountant or Cost Accountant before degree is granted.

REGISTRATIONS

Registrations for either lecture or correspondence course must be made through the Secretary of the Society from whom information and registration forms can be had on application.

STUDENT MEMBERSHIP

Student membership is available to students studying the University courses advocated by the Society at a fee of \$5.00 per year (included in the course fee).

Student membership is also available, at a fee of \$5.00 per year to be submitted with application, to students studying a course other than the University course advocated by the Society, providing that the course being studied was contracted for on a date prior to which the University course advocated by the Society was made available in the students' locality.

EXAMINATION REGULATIONS

Examinations are conducted annually in April and May in the following subjects:

1. Accounting I.

2. Business Mathematics.
3. Accounting II.
4. Fundamentals of Cost Accounting.
5. Advanced Cost Accounting.
6. Industrial Legislation.
7. Industrial Organization and Management.

Note. The examination in Industrial Legislation has been temporarily waived.

Examination fees are \$5.00 for each subject.

Applications for examinations should reach the Secretary not later than April 1st.

On completion of the above examinations the candidate is required to write a Cost Accounting Thesis comprising not less than 6,000 words and not more than 12,000 words. This thesis should be typewritten and may be written without supervision and in the candidate's own time. There is no fee required for this thesis.

A candidate must have at least four years experience as an accountant or cost accountant before being awarded the degree.

General members may write the Society's examinations under the above terms but after passing the examinations and submitting an acceptable thesis are required to pay a Registration fee of \$10.00.

EXEMPTIONS

Exemptions may be granted from examinations in Accounting I and II, provided the candidate can produce evidence that he has:

1. Passed equivalent examinations.
2. Satisfactorily completed an acceptable Accounting course.
3. Obtained an Accounting degree in an acceptable Canadian Accounting Society.

Exemption fees are \$5.00 per subject.

Applications for exemption should be in the hands of the Secretary not later than March 1st in each year and must be accompanied by the required fees.

Lecture Courses

Evening Lecture Courses in all examination subjects have been arranged by the Society in conjunction with Universities in various centres at a fee of \$35.00 per subject.

The fee includes lectures, marking of exercises, text books and student membership in the Society for one year. There are approximately twenty-four lectures in each subject.

Correspondence Course

A complete combined progressive correspondence course has been prepared covering the above subjects. The cost is the same, viz, \$35.00 per subject. This course has been compiled through and as administered by the combined facilities of Queen's University and University of Toronto.

Outline of Subjects

(a) **Accounting I.** Principles of debit and credit, and the double entry bookkeeping system, including the use of control accounts for subsidiary ledgers, up to and including the closing of a set of books and preparation

of trading and profit and loss statements and balance sheets; invoices, statements of accounts, bills of exchange and notes; bills of lading and other commercial documents; capital and revenue receipts and expenditures; reserves for bad debts and discounts; depreciation and reserves for depreciation; columnar journals for departmental concerns; cash books, imprest system for petty cash; adjustments for interest, expenses paid in advance, accrued charges; working sheets; single entry.

(b) **Accounting.** Operating statements and balance sheets; trading, general operating or profit and loss, net income, surplus or appropriation; current and fixed assets and liabilities.

Partnership: The agreement, various kinds of partners; various methods of sharing profits and losses; closing off a set of partnership books; admission of a new partner; consolidation of partnership, dissolution and sale to a company. Goodwill and its valuation.

Manufacturing Accounts: Definition of charge-headings and subdivision and grouping; factory ledger and its accounts; closing off the books of a manufacturing partnership and of a manufacturing company; manufacturing statements.

Criticism of Operating Accounts: Methods of comparison of figures for successive periods; cross-checks.

Departmental Accounts: Organization and records required; internal check; distribution of expenses over departments; statements to show results of departments separately; comparison of results of departments' operations.

Voucher Register System.

Depreciation, Obsolescence, Depletion, Reserves, Sinking Funds; Reserves which must be made before net profits ascertained; reserves of profits.

Various methods of Quotation, such as: F.O.B., C.I.F.

Incorporated Companies: How a public company is formed, directors, shareholders; public and private companies; limited liability; common and preferred share capital; different kinds of shares, par and no par; authorized, subscribed, called and paid capital; bonds and debentures, discounts and premiums; capital and revenue profits and losses; dividends.

(c) **Fundamentals of Cost Accounting.** A knowledge of the fundamentals of cost accounting; the essential records, and methods of arriving at cost, including the following: Purposes of cost accounting; elements of cost; process cost systems; job cost systems; controlling accounts and the cost records; accounting for materials; material storage and consumption; perpetual inventories and stores control; valuation of materials; accounting for labor cost; wage systems; accounting for manufacturing expense; distribution of service department costs; distribution of manufacturing expense to production; the cost to make and sell; sundry forms; monthly closing entries; preparation of operation and financial statements; cost reports.

(d) **Industrial Organization and Management.** A knowledge of internal organization, both office and plant, of leading types of business concerns, and the functioning of the various departments, including the following: Legal forms of business; general plan of organization of a business; departmental functions and organization-purchasing, production advertising, sales, shipping, finance, stores accounting, cost accounting, credit and collection, engineering, traffic, power, maintenance, executive control, location of plant; design and equipment; office organization and manage-

ment; factory organization and management, employment; wage systems; welfare work; development of new products; net profit angle.

(e) **Advanced Cost Accounting.** Advanced and detailed knowledge of costing problems, records and practices, and cost accounting in relation to inventories, budgetary control, and other devices of the various departments of a business, including the following: Estimating cost systems, budgetary control, the variable budget, characteristics and uses of standard costs, variances, accounting for standard costs, special considerations, interest on investment, uniform cost methods, building up the cost sheet, advantages for auditing, statements, cost reports, graphic charts in cost work, actual working out of a practice cost system.

(f) **Cost Accounting Thesis.** A description, of not less than 6000 or more than 12000 words in length, of a cost accounting system in a major industry, and including specimens of the principal forms used. It should cover actual costs, standard costs, and preferably budgetary control. A description of costing in a small concern, or in one department of a major concern, may be accepted if it covers both fundamentals and details.

Two typewritten copies shall be presented by the candidate. Forms and plans need not necessarily be typed. The thesis shall be prepared privately by the candidate and shall be entirely his own composition.

The candidate, at the option of the examiners, may be required to pass an oral examination on his thesis.

CHAPTER REGULATIONS

(Authorized under Section 10, Subsections (d) and (g) of the Act of Incorporation and By-law 5, Subsections 7, 19 and 22 of the Ontario Society.)

The regulations as promulgated hereunder shall not supersede or annul any by-law of the Society of Industrial and Cost Accountants of Ontario (hereafter called the Ontario Society) but are set forth to regulate, control and direct the activities of the Chapters of the Ontario Society insofar as they are under the control of the members of the Chapter and to ensure that Chapter activities are carried on in a uniform manner.

Membership

- (a) Membership in a Chapter shall be open to anyone who is engaged in or interested in Cost or Industrial Accounting, Business Organization and Administration and who is domiciled in the area served by the Chapter. All members of the Ontario Society so domiciled shall belong to the Chapter, unless by special permission of the Council of the Ontario Society they be attached to another Chapter or become members at large.
- (b)
 - 1. The Chapters shall have three classes of members, namely, registered members, general members and student members.
 - 2. With respect to general members there shall be two classes of such members, namely:
 - 1. Resident general member. Any member resident within a radius of fifty miles of the Chapter with which he is affiliated shall be known as a "Resident General Member", and
 - 2. Non-resident general member. Any member who resides beyond a

radius of fifty miles of the Chapter with which he is affiliated shall be known as a "Non-resident General Member".

3. The provision as to residence shall not apply in the case of Registered and Student Members.
- (c) Only members in good standing of the Chapter holding either a Registered or General membership in the Ontario Society shall be eligible to hold office, entitled to nominate, or have the right to vote at any meeting of the Chapter on matters relating to the Chapter.
- (d) All "Applications for General Membership" must be in writing, on a form approved by the Ontario Society, and sponsored by a member of the Ontario Society or one of its Affiliated Societies with the membership fee attached. Each application shall be referred to the Membership Committee of the Chapter and that Committee shall report on the applicant to the Chapter Board of Directors. The Board of Directors of the Chapter shall thereupon either accept or reject the application. Upon acceptance the application with the approval of the Chapter Board of Directors noted thereon, shall be forwarded to the Central Office of the Ontario Society for registration.
- (e) A member failing to pay his membership dues within a period of six months from the date so requested shall cease to be a member in good standing and shall forfeit any office that he may hold. A member not in good standing may also have his name stricken from the membership of the Chapter by the Board of Directors. Provided, however, that the Board of Directors may reinstate that person to membership upon such terms as it may seem fit, subject to the By-laws of the Ontario Society.
- (f) A member who violates any of the provisions of the Constitution or By-laws of the Ontario Society, or the Chapter regulations as set forth herein, or who publicly advertises his connection with the Ontario Society or the Chapter or any of the Affiliated Societies for commercial reasons other than by the use of the Degree issued by the Ontario Society or any of its affiliated Societies, may be suspended or have his or her membership terminated.
- (g) No suspension or termination of a membership in the Chapter shall take place, with the exception of suspension for non-payment of dues as stated in (e) above, until a formal charge be filed with the Chairman or Secretary of the Chapter in writing and signed by the member presenting the charge. The Secretary of the Chapter shall notify the member of the charge by registered mail forwarded to the member within seven days after such charge has been filed, and a hearing shall then be held before the Board of Directors at its next meeting to determine the validity of such charges and the member shall be entitled to make any defense thereto. The Chapter Board of Directors shall give its decision as soon as practicable and shall either find the member innocent of the charges, or, if guilty, either suspend or terminate the membership in the Chapter accordingly.
- (h) Any member so suspended or expelled shall be at liberty to appeal the Chapter Board of Directors decision directly to the Chapter membership at the next Annual Meeting of the Chapter following such decision, providing notice of such appeal shall be given in writing to the Chapter Secretary within thirty days preceding such Annual Meeting.

- (i) No Chapter shall have the power to suspend from membership in the Ontario Society any member for any reason. In the event the charges laid against a member are sustained and the member dropped from the Chapter records full particulars relative thereto shall be forwarded to the Secretary of the Ontario Society within ten days of the action by the Chapter Board of Directors for presentation to the Council of the Ontario Society for review and further action if necessary.

2. Board of Directors

- (a) The affairs and business of the Chapter shall be controlled, managed and conducted by a Board of Directors which shall consist of not less than seven and not more than fifteen members and who shall hold either a Registered or General Membership in the Ontario Society in good standing, and who shall be elected annually by ballot at the annual general meeting of the Chapter as hereinafter provided. The number of Directors required to conduct the affairs of the Chapter shall be decided at the first general meeting of the Chapter or at the first annual meeting subsequent to the adoption of these regulations by the Ontario Society and shall be recorded in the minutes of that meeting. The number so determined shall govern until such time as an amendment is proposed increasing or decreasing the number of Directors at such time or times as the Directors or members of the Chapter shall so request.
- (b) The immediate past chairman shall automatically be a member of the Board of Directors in the year following his chairmanship.
- (c) No elected member of the Board of Directors shall be eligible for re-election in the succeeding year who has not attended at least fifty per cent. (50%) of the meetings of the Board held during his term of office, excepting because of absence through illness or other justifiable cause.
- (d) The Board of Directors shall hold meetings upon such notice, at such place or places, and at such time or times as they may determine.
- (e) Five members of the Board of Directors at the time in office shall constitute a quorum for the transaction of business. All resolutions or other actions taken by the Board of Directors at any meeting shall be by a vote of a majority of the members of the Board of Directors present at the meeting at which such resolutions or other actions are proposed.
- (f) In the event of a vacancy or vacancies occurring in the Board of Directors through death, resignation or other causes, the Board of Directors may elect a successor, or successors, who shall hold office for the unexpired term of such member or members.

3. Officers

- (a) The officers of the Chapter shall consist of a chairman, a vice-chairman, (and a second vice-chairman, at the option of the local Chapter), a secretary and a treasurer, who shall be elected by the Board of Directors from among their members. The office of secretary and treasurer may be held by one person.
- (b) It shall be the duty of the Chairman to call and preside at all meetings of the Chapter, and of the Board of Directors, and to exercise general supervision over the affairs of the Chapter. He shall act as ex-officio member of all Committees.

- (c) In the absence of the Chairman, the first vice-chairman, and in the absence of the first vice-chairman, the second vice-chairman in the event the Chapter has such an officer, shall perform the duties of the Chairman's office, and in the absence of all such offices, a presiding officer shall be elected pro tem from among the members present.
- (d) The Secretary shall give notice of all regular and special meetings of the membership (unless such duties shall have been expressly delegated to a Committee by the Board of Directors) and of the Board of Directors; maintain a register of the members, conduct the official correspondence of the Chapter, preserve all books and documents, and keep an accurate and permanent record of the meetings of the Membership and of the Board of Directors. The Secretary shall supervise the balloting at all elections.
- (e) The Treasurer shall have general custody of the funds of the Chapter. He shall receive the portion of the fees applicable to the Chapter collected by the Society, subscriptions and other monies accruing to the Chapter and deposit them in the name of the Chapter in such banks or other depositories as the Board of Directors may from time to time designate. He shall dispose of the funds as the Board of Directors may direct. He shall keep correct accounts; prepare proper Chapter financial statements as at the 30th day of April in each year and perform such other duties as the Board of Directors may direct.

4. Committees

- (a) The Board of Directors shall appoint a Membership Committee whose duty it shall be to report to them, when required, upon all matters affecting the standing of members and applicants for membership, and in addition shall actively engage in the securing of new members and the retention of old members.
- (b) The Board of Directors shall in addition appoint other committees when the activities of the Chapter so warrants, for example:
 - (1) Meetings Committee.—This Committee to supervise and arrange the activities for the regular Chapter meetings, such as securing a speaker, making arrangements for the place of the meetings, dinner arrangements, etc.
 - (2) Student Advisory Committee.—This Committee to handle all student activities, arrange for student meetings, lecturers if so desired, etc.
 - (3) Reception Committee.—To be stationed at the entrance to the meetings to greet members, introduce new members and to interview all persons seeking admission as guests.

5. Election of Directors

- (a) Nominations for Directors for the Chapter shall be made by a nominating committee appointed by the Board of Directors. The Nominating Committee shall report its lists of nominees to the Secretary at least forty-five days prior to the Chapter meeting called for the purpose of electing Directors. At the Chapter meeting prior to the meeting called for the purpose of electing Directors, the Secretary shall present his list to the membership at such meeting and every member shall be entitled to make further nominations at that time, and these

further nominations shall be added to the list and entitled to stand for election.

- (b) The Secretary shall then prepare a ballot paper containing the names of all members nominated for office and shall at least fifteen (15) days prior to the annual election meeting of the membership, send by mail a ballot paper containing the names of the members nominated to each of the active members of the organization for the purpose of recording his vote. All voting must be done on this ballot form. The ballot form must be returned to the Secretary either prior to or at such annual election meeting, and the Secretary shall report the result of the election at that meeting. (See appendix "B" for suggested form.)
- (c) The Nominating Committee shall be composed of at least five members of the Chapter in good standing at the time of appointment. The Chairman of the Chapter shall be a member of this Committee but no other person holding an elected or appointed office at the time of the appointment of this Committee shall be a member of the Committee.
- (d) All Directors of the Chapter shall be elected by the membership of the Chapter for a term of one year.
- (e) Elections shall be held at a general meeting to be held not later than the 31st day of May of each year and the Directors so elected shall take office at the first meeting subsequent to May 31st of each year, but shall, at the first meeting of the newly elected Directors, elect from their number, officers so designated in Section 3 of these regulations and such Committees as required as provided in Section 4 of these regulations.
- (f) The ballot papers shall be returned to the Chapter Secretary who shall, in the presence of the Scrutinizing Committee, separate from the remainder of the ballot paper the section containing the signature of the member and turn over both sections of the ballot received with a list of those members eligible to hold office to the Scrutinizing Committee appointed at the meeting prior to the meeting held for the election of Directors, who shall scrutinize the ballot as to its authenticity. The Scrutineers shall then tabulate the vote to determine the members elected as Directors. The ballots received shall be retained for a period of one month following the election and then shall be destroyed. The tabulation prepared by the Scrutineers to determine the vote shall be preserved and become part of the records of the Chapter.
- (g) In the event of a tie for the final place on the Directorship an additional ballot of the members present at the annual meeting shall be taken to determine which tied member shall be elected.

6. Fiscal Year

The fiscal year of the Chapter shall be that of The Ontario Society, namely, May 1st to April 30th of the following year.

7. Dues

- (a) The annual membership fee shall be set by The Ontario Society.
- (b) For the first year with respect to general members, the fee shall be for the full amount regardless of the date of Application for Membership;

in the second year the fee shall be adjusted to cover the period of membership in the first year by taking the percentage of the number of months of membership in the first year to the total months in the fiscal year and applying the percentage so determined to the annual membership fee, the fee so determined shall be the fee for the second year of membership provided that no fee in any year shall be less than five dollars; thereafter, in the third and following years the full membership fees shall be payable.

- (c) The student membership fee shall be \$5.00 for each fiscal year regardless of the date during the fiscal year when the application for membership is approved.
- (d) Upon the successful completion by student members of the examinations admitting such student to registered membership the annual fee for membership will be that applicable to registered members effective May 1st of the fiscal year following such admittance to registered membership.
- (e) No member who has been admitted to membership as a student may continue such student membership for a period exceeding six years unless express approval for the continuation of such student membership has been given by the Council of the Ontario Society.
- (f) It shall be the duty of the Secretary-Treasurer of the Ontario Society to collect dues from all persons holding membership in the Ontario Society. He shall remit quarterly to the Chapter treasurer that portion of dues collected during the period apportionable to the Chapter with a list of the members who have paid their dues.

8. Student Matters

- (a) Student activities shall be controlled by the regulations pertaining to students adopted at the Annual Meeting of the Ontario Society in June 1944 as amended from time to time. All applications for student membership in the Ontario Society shall be referred immediately in duplicate to the Secretary-Treasurer of the Ontario Society for acceptance.
- (b) Students may form an association within the Chapter, but always subject to the Chapter Regulations, for the advancement of their activities.
- (c) Chapters may organize lecture groups to aid students in the study of the Society Courses but must follow the curriculum as provided by the Ontario Society but which may be supplemented in any manner to provide the student with a greater knowledge of the principles and concepts of the science of accounting.
- (d) Any special activities to augment the courses as provided by the Ontario Society shall be financed by the Chapter or students concerned.

9. Banking

- (a) The Board of Directors of each Chapter shall by resolution and from time to time appoint any Chartered Bank doing business in the Municipality in which the Chapter is located to be the Bank for the Chapter.
- (b) That any two of the following: the Chairman, Vice-Chairman (or the first vice-chairman if there be both a first and second vice-chairman) or Treasurer shall be authorized for and in the name of the Chapter to draw, accept, sign and make all or any cheques for the payment of

money; that any one of the three shall be authorized to endorse all cheques or moneys received for deposit only to the credit of the Chapter in the bank so designated by the Board of Directors from time to time.

- (c) All disbursements of the funds of the Chapter by those so authorized shall be reviewed by the Directors and recorded in the minutes of the meeting in which so reviewed.

10. Meetings

- (a) The Chapter shall hold at least six, preferably eight, meetings in the fiscal year.
- (b) The meetings of the Chapter shall be open to all members regardless of the type of membership which they hold.
- (c) The Directors may declare any meeting open to the public if the meeting is of such nature that by so doing the Chapter would be performing a public service.

11. Auditors

The members shall appoint at the annual general meeting such member or members, who are not members of the Board of Directors, as they shall deem necessary to audit the accounts of the Chapter. The Annual Financial Report presented to the Membership shall be certified as to the correctness thereof by the auditor or auditors so appointed.

12. Chapter Representation on the Board of Directors of The Canadian Society and on the Council of The Ontario Society

- (a) The Directors of each Chapter of The Ontario Society shall have the right and privilege of appointing members to the Board of Directors of governing body of The Canadian Society of Cost Accountants and Industrial Engineers (hereafter called The Canadian Society) from among its own registered or general members on the basis of the total membership, regardless of class of membership, within the Chapter as hereinafter provided.

Each Chapter shall appoint at least one member to act on the Board of Directors and such other number to which it will be entitled on the following basis: The remaining number of members of the Society to act on the Board shall be allocated to the Chapters on the proportion of the Chapter membership to the total membership of the Society based on the membership at April 30th of the last preceding year, i.e., the number of members to be appointed for office for the year 1946-47 will be based upon the total membership at April 30, 1945. A fractional number of one-half or greater shall be deemed to be a whole number, a fractional number of less than one-half shall be disregarded. The Secretary-Treasurer of the Ontario Society shall determine on the basis set forth above the number of members to be appointed by each Chapter and accordingly notify each Chapter Secretary not later than the 30th day of April of each year.

- (b) The Directors of each Chapter of The Ontario Society, regardless of the number of members comprising the membership of the Chapter, shall have the right and privilege of appointing one registered member to the Council or governing body of The Ontario Society from among its registered membership as its representative on that body.

- (c) The Secretary-Treasurer of The Ontario Society shall at least thirty days prior to the Annual Meeting of The Ontario Society, request the Secretary of each Chapter to advise him at least ten days prior to the said Annual Meeting, the name or names of the Chapter representative or representatives appointed to the governing body of the respective Societies by these Chapters as provided for in subsections (a) and (b) above.

13. Annual Reports

- (a) The Board of Directors shall have prepared and submit to the Chapter Membership at the Annual Meeting of the Chapter each year a certified Statement of Cash Receipts and Disbursements for the fiscal year in review showing all cash receipts and disbursements for the period and which reconciles the cash on hand and in the bank at the beginning of the period with the cash on hand and in the bank at the close of the period.
A copy of this statement shall be forwarded to the Ontario Society Secretary-Treasurer not later than May 31st in each year. A suggested form of such statement is shown as Appendix "A".
- (b) A membership list showing the name, address, place of employment and type of membership of each Chapter in good standing at April 30th of each year shall be mailed to the Ontario Society Secretary-Treasurer not later than May 31st of each year.
- (c) Such other reports as the Board of Directors shall deem necessary so as to keep the Chapter members fully cognizant of the affairs and activities of the Chapter and of the Ontario Society.

14. Liability of Directors

No member of the Council, auditor, secretary or other officer for the time being of the Society shall be liable for the acts, receipts, neglects or defaults of any other member of the Council or officer or employee or for any loss, damage or expense happening to the Society through the insufficiency or deficiency of title to any property acquired by order of the Council for and on behalf of the Society or for the insufficiency or deficiency in or upon which any of the moneys of or belonging to the Society shall be placed out or invested or for any loss or damages arising from the bankruptcy, insolvency or tortious act of any person, firm or corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his respective office or trust or in relation thereto unless the same shall happen by or through his own wilful act or default.

15. General

No action of any Chapter either by resolution of the membership of the Chapter or by the Chapter Board of Directors committing the Society financially or otherwise shall be binding on the Ontario Society unless written consent of the Ontario Society shall have been received by the Chapter concerned.

16. Amendments

Amendments to these Uniform Chapter Regulations may from time to time be made by the Council of the Ontario Society as they are

required but must be ratified at the next Annual Meeting of The Ontario Society immediately following the amendment.

Appendix "A"

THE SOCIETY OF INDUSTRIAL AND COST ACCOUNTANTS
OF ONTARIO
CHAPTER

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS FOR THE
FISCAL YEAR ENDED APRIL 30, 19.....

Cash balance as at May 1, 19.....,\$
On Hand
In Bank \$

Receipts

Membership Fees
Registered Members\$
General Members\$
Non-Resident General Members\$
Student Members\$
.....\$
Deduct: Portion of Fees (%) retained by
the Ontario Society
Net Receipts from Membership Fees
.....\$
Donations and other receipts:
(Explain in detail)
Total net receipts \$

Expenditures

Speaker's expenses\$
Stationery and printing
Postage
Advertising—
General meetings\$
Educational courses...
Chapter representatives expenses to
Meeting of the Ontario Society
Bank collection charges
Entertainment
Chapter Annual Meeting expense
Other expenses (explain in detail)...
Miscellaneous
.....

Net receipts over disbursements

\$

Cash balance as at April 30th, 19.....,\$
 On Hand
 In Bank

\$ _____

Auditor's Certificate

We have examined the accounts of the Chapter of the Society of Industrial and Cost Accountants of Ontario for the year ended April 30th, 19....., and report that in our opinion, the above statement of cash receipts and disbursements for the year ended April 30th, 19....., are correct according to the best of our information and the explanations given to us and as shown by the books.

.....
 Auditor.

.....
 Auditor.

(#) The total number of members of each class of membership designated should be shown here.

Appendix "B"

THE SOCIETY OF INDUSTRIAL AND COST ACCOUNTANTS OF ONTARIO

.....
 (Chapter Name)

To record vote for Chapter Directors for the Society year ending April 30, 19.....

1.	5.
2.	6.
3.	7.
4.	8.

(The above designated spaces may be increased to reflect the number of Directors to be elected by each Chapter.)

.....
 Under Section 2 and the subsections thereunder of the Chapter Regulations the following members shall not be eligible for election to any Chapter office for the next succeeding year.

It is requested that the ballot form should be completed and returned to the Chapter Secretary prior to the Annual Meeting. In the event that a member is unable to return his ballot prior to the meeting, he may surrender his completed ballot to the Chapter Secretary at the Annual Meeting of the Chapter prior to the time the ballots are surrendered to the Scrutinizing Committee.

Under the Chapter Regulations only members in good standing holding a Registered or General Membership in The Ontario Society are eligible to vote and to hold an elected Chapter Office.

.....
 Signature of Member Casting Ballot.

MEMBERSHIP ROLL

Cost and Management Institute

MONTREAL

Abeles, David, P.O. Box 72, Station "H", Montreal, Que.
 Adams, D. Lloyd, L.C.M.I., Cons. Paper Corporation Ltd., Montreal, Que.
 Allard, J. D., 1502 St. Catherine St. W., Montreal, Que.
 Allcorn, F. H., 355 Birch Ave., St. Lambert, Que.
 Ashworth, Frank, Riddell, Stead, Graham & Hutchison, Montreal, Que.
 Ashworth, T., L.C.M.I., Lyman's Limited, Montreal, Que.
 Bacon, M. H., L.C.M.I., Consolidated Litho. Mfg. Co. Ltd., Montreal, Que.
 Badnage, A. A., Hyde & Davies, Montreal, Que.
 Balcombe, A. E., 3660 Lorne Crescent, Apt. 25, Montreal, Que.
 Bancroft, John J. F., L.C.M.I., Jenkins Bros. Ltd., Montreal, Que.
 Barclay, C. K., 2307 Hingston Ave., Montreal, Que.
 Barry, H. M., 2050 Claremont Ave., Apt. 10, Montreal, Que.
 Bastien, F. J., 5857 St. Urbain Street, Montreal 14, Que.
 Beaulieu, Arthur, The Atlantic Sugar Refineries Ltd., Montreal, Que.
 Beauregard, J. E., Banque Can. Nationale, Montreal, Que.
 Beausoleil, C. G., 221 Notre Dame St. W., Montreal 1, Que.
 Belanger, Jacques, L. Belanger, Esq., C.P.A., Montreal, Que.
 Belanger, J. B., L.C.M.I., Treas. Dept. Cost Sec., Montreal 25, Que.
 Belanger, L., L.C.M.I., 630 Dorchester St. W., Montreal, Que.
 Bell, A. W., P. S. Ross & Sons, C.A., Montreal, Que.
 Belle-Isle, J. C., L.C.M.I., Room 618, University Tower Bldg, Montreal, Que.
 Bentley, Wm., L.C.M.I., McGill University, Montreal, Que.
 Bhercur, H., L.C.M.I., Viau Limited, Montreal, Que.
 Bissell, R. H., Canadian Industries Ltd., Montreal, Que.
 Blouin, J. A., Dom. Oilcloth & Linoleums Co. Ltd., Montreal, Que.
 Blunt, H. W., L.C.M.I., Stevenson, Walker, Knowles & Co., Montreal, Que.
 Bolduc, Lucien, 93 McCulloch Ave., Outremont, Que.
 Bonnier, Paul E., L.C.M.I., 132 St. James Street W., Montreal 1, Que.
 Booth, W., Esq., 5624 Notre Dame de Grace Ave., Montreal, Que.
 Boucher, Aime, 59 St. Germain St., St. Laurent, Que.
 Bourassa, A., c/o The Steel Co. of Canada Ltd., Montreal, Que.
 Bouskill, John C., L.C.M.I., The Miner Rubber Co. Ltd., Granby, P.Q.
 Boutin, A. E., 1301 St. Joseph Blvd., Apt. 4, Montreal, Que.
 Boyer, Marc, Corporation of Professional Engineers, Montreal 18, Que.
 Brent, J. E., International Business Machine Co. Ltd., Montreal, Que.
 Breton, Romeo, 2360 Bicotte St., St. Hyacinthe, Que.
 Browne, H. G., Price Waterhouse & Co., Montreal, Que.
 Brunelle, Jean, 368 del'Epee Ave., Outremont, Que.
 Burdett-Jones, A., L.C.M.I., Dennison Mfg. Co. of Canada Ltd., Drummondville, Que.
 Burke, E. F., 4397 Grand Blvd., Apt. 14, Montreal, Que.
 Buzzell, L. N., L.C.M.I., McDonald Currie & Co., Montreal, Que.
 Campbell, E. F., L.C.M.I., E. F. Campbell & Co, Montreal, Que.
 Campbell, W. R., Oxo Canada Ltd., Montreal, Que.
 Cardinal, Roland, 10878 Berri St., Montreal 12, Que.
 Carphin, Geo. W. C., 4 Murray Ave., Greenfield Park, Que.

Carswell, W., L.C.M.I., Northern Electric Co. Ltd., Montreal, Que.
 Carten, Tracey, L.C.M.I., On Active Service.
 Chalmers, H. J., The Steel Co. of Can. Ltd., Montreal, Que.
 Chamberlain, J. C., Maple Leaf Milling Co. Ltd., Montreal, Que.
 Chandler, W. S., 5620 Coolbrook Ave., Montreal, Que.
 Chartrand, M., 93 Summer St., Boston, Mass.
 Christie, John W., L.C.M.I., American Locomotive Co., Schenectaday 5,
 New York.
 Clairoux, Delphis, Anderson & Valiquette, Montreal, Que.
 Closner, S. J., 3581 Park Ave., Montreal, Que.
 Cormier, Joseph, Granger Freres, Ltee., Montreal, Que.
 Crosby, John A., 4088 Northcliffe Ave., Montreal, Que.
 Daman, R. W. F., 5732 Somerled Ave., Apt. 8, Montreal, Que.
 Danson, Edward E., 5151 Cote des Neiges Road, Apt. 10, Montreal, Que.
 Davies, V. F., 3405 Patricia Ave., Apt. 3, N.D.G., Montreal.
 Davies, E. W., Dominion Textile Co. Ltd., Montreal, Que.
 de Cotret, J. H. R., 103 Notre Dame Street, Three Rivers, Que.
 de Cotret, Marcel Rene, Fife Automobile Limitee, Montreal, Que.
 Deighton, D. C., 2039 Marlowe Ave., Montreal, Que.
 Deland, Pierre, 2653 Dandurand St., Montreal, Que.
 Denovan, W. R., C.G.A., Samuel Osborn (Canada) Ltd., Montreal, Que.
 Desaulniers, Henri L., 4948 Cote des Neiges Rd., Montreal, Que.
 Deschenes, Joseph, 3470 Workman St., Montreal, Que.
 Desroches, C. A., 601 Villeray St., Montreal, Que.
 de Tilly, A., Dominion Oilcloth & Linoleum Co. Ltd., Montreal, Que.
 de Volpi, D., On Active Service.
 Diamond, S. E., 2267 Grand Blvd., Montreal, Que.
 Douglas, W. E., L.C.M.I., Consolidated Litho. Mfg. Co. Ltd., Montreal, Que.
 Dow, C. A. G., Burrough Adding Machine Co. Ltd., Montreal, Que.
 Dubuc, Louis J., Morency, Labelle & Cie., Montreal, Que.
 Dufresne, Paul E., Dufresne, McLagan & Assoc., Montreal 1, Que.
 Dullage, F. F., On Active Service.
 Dumas, C. P., L.C.M.I., Canadian Credit Men's Trust Association Ltd.,
 Montreal, Que.
 Dussault, A. B., Gaspesia Sulphite Co., Chandler, Que.
 Dustan, R. J., L.C.M.I., 666 St. Joseph St., Apt. 1, Lachine, Que.
 Dyke, C. H., 20 Argyle Ave., St. Lambert, Que.
 Ellison, Leonard, On Active Service.
 Farrish, D. M., L.C.M.I., Northern Electric Co. Ltd., Montreal, Que.
 Faulds, E. K., L.C.M.I., 2346 Melrose Ave., Montreal, Que.
 Forbes, Frank, Can. Marconi Co., Montreal, Que.
 Ford, H. A., 2025 Decarie Blvd., Montreal, Que.
 Franklin, H. F., The National Breweries Limited, Montreal, Que.
 French, A. E., Enamel & Heating Products Ltd., Sackville, N.B.
 Fuller, J. A., Shawinigan Chemicals Ltd., Montreal, Que.
 Galipeau, L., L.C.M.I., C.G.A., A.C.I.S., F.C.I., Regent Knitting Mills
 Ltd., Montreal, Que.
 Gates, F. E. H., P. S. Ross & Sons, Montreal 1, Que.
 Gendreau, N., L.C.M.I., P.O. Box 342, Rimouski, Que.
 Gibson, Alex, L.C.M.I., Noorduyn Aviation Ltd., Cartierville, Que.
 Gilbert, L. V., Benson Hedges (Can.) Ltd., Montreal 1, Que.

Girardin, C. A., On Active Service.
 Giuliani, Val, Apt. 7, 69 Broadway, Shawinigan Falls, Que.
 Glithero, Jack E., Dominion Glass Co. Limited, Montreal, Que.
 Gouin, Jean-Marie, J. E. Fournier Ltee., Montreal, Que.
 Grant, G. M., L.C.M.I., 4197 Hampton Ave., Montreal, Que.
 Griffiths, J. L., Canadian Pneumatic Tool Co., Ltd., Montreal, Que.
 Hallberg, Vidar, L.C.M.I., P.O. Box 6063, Montreal, Que.
 Hamilton, A. W., Haskell, Elderkin & Co., C.A., Montreal 1, Que.
 Hamilton, L. F., Apt. 5, 3404 Hingston Ave., Montreal, Que.
 Harris, A. V., MacIntosh, Robertson & Patterson, Montreal, Que.
 Hawthorn, Gerald M., P. S. Ross & Sons, Montreal 1, Que.
 Hayes, Harrison C., McDonald Currie & Co., Montreal, Que.
 Herron, Randall, Haskell, Elderkin & Co., Montreal, Que.
 Heughan, James, L.C.M.I., Farquhar Robertson Ltd., Montreal, Que.
 Hinde, F. L., L.C.M.I., Bathurst Power & Paper Co. Ltd., Bathurst, N.B.
 Holmes, W., 4930 Grosvenor Ave., Montreal, Que.
 Houde, J. O., Shawinigan Water & Power Co., Montreal, Que.
 Hoult, G. E., C.A., P. S. Ross & Sons, Montreal, Que.
 Howe, Jonas, 637 Craig St. W., Montreal, Que.
 Huot, P. H., L.C.M.I., 400 Madison Ave., New York City, N.Y.
 Huppert, Dr. George, 537 George St., Sydney, Australia.
 Jackson, E. E., 81 Beverley Ave., Town of Mount Royal, Montreal 16.
 Jackson, G. R., 1495 Mackay St., Montreal, Que.
 Joncas, A. C., Shawinigan Water & Power Co., Montreal, Que.
 Joule, W. G., Price Waterhouse & Co., Montreal, Que.
 Keiller, A. S., Sherwin Williams Co. of Can. Ltd., Montreal, Que.
 Kellogg, Paul, L.C.M.I., Stevenson & Kellogg Limited, Montreal, Que.
 King, F. J., L.C.M.I., Can. Car & Foundry Co. Ltd., Montreal, Que.
 Klein, H. R., Julius Kayser & Co., Ltd., Sherbrooke, Que.
 Knowles, C. N., The Royal Bank Building, Montreal, Que.
 Lafrance, G., Marieville Shoe Co., Marieville, Que.
 Lagadec, F. J., 3430 Cartier St., Montreal, Que.
 Lamay, J. Antonio, 8618 Berri St., Montreal 10, Que.
 Lanthier, A., Messrs. Rolland Paper Co. Ltd., Mont Rolland, P. Q.
 Lapointe, Florimond, Sorel Steel Foundries Ltd., Sorel, Que.
 Lavoie, Gerald, 2960 Van Horne Ave., Apt. 6, Montreal, Que.
 Law, James, Commonwealth Match Co. Ltd., St. Johns, Que.
 Le Duc, Claude B., 3407 Peel St., Montreal 2, Que.
 Legault, Henri, 3998 Drolet St., Montreal 18, Que.
 Leroux, Andre George, Co. d'assurance sur la Vie "La Sauvegarde", Montreal, Que.
 Lloyd, Robert Ernest, 4967 Fulton Ave., Montreal 29, Que.
 Loucks, J. N., Canadian Laco Lamps, Ltd., Montreal, Que.
 Loucks, Stanley G., 2114 Vendome Ave., N. D. G.
 Louthood, R. W., L.C.M.I., Montreal Light Heat & Power Cons., Montreal, Que.
 Luciani, Victor, 28 St. James St. W., Montreal, Que.
 Lussier, C. A., Banque Can. Nationale, Montreal, Que.
 Lyman, Sydney I., 3482 McTavish St., Montreal, Que.
 Madge, A. V., L.C.M.I., Crawley & McCracken Co., Ltd., Montreal, Que.
 Madge, F. K., 5562 Decelles Ave., Apt. 1, Montreal 26, Que.

Madore, Horace E., 477 St. Francois Xavier St., Montreal, Que.
 Maloney, E. R., On Active Service.
 Maltais, A., Mowatt & Moore Limited, Montreal 3, Que.
 Mantha, Adrien, Anderson & Valiquette, C.A., Montreal, Que.
 Harrison, W. H., L.C.M.I., Canadian Car & Foundry Co. Ltd., Montreal, Que.
 Martel, A. A., E. F. Campbell & Co., Montreal, Que.
 Martin, Henri A., 209 St. Germain St., Rimouski, P. Q.
 Masse, L., L.C.M.I., 129 Main St., Hull, Que.
 Merineau, J. B. A., L.C.M.I., City Hall, City of Montreal, Que.
 Miller, J. S., Gazette Printing Co. Ltd., Montreal, Que.
 Mills, A. P., 2085 Decarie Blvd., Montreal, Que.
 Mock, J. Gordon, Jenkins Bros. Ltd., Montreal, Que.
 Moffatt, John, On Active Service.
 Monette, Maurice R., Toilet Laundries Ltd., Montreal, Que.
 Moore, J. R., Tooke Bros. Ltd., Montreal, Que.
 Moreland, J. W., On Active Service.
 Morrison, K. E., Noorduyn Aviation Ltd., Montreal 25, Que.
 Mullan, R. A., W. V. Dawson Ltd., Montreal, Que.
 Munro, J. E., 779 Upper Belmont Ave., Westmount, Que.
 Munro, William S., George A. Touche & Co., Montreal, Que.
 MacDonald, John A., E. C. Leetham & Co. C.A., Montreal, Que.
 MacKenzie, G. I., On Active Service.
 MacLaine, E., Can. Car & Foundry Co., Montreal 22, Que.
 MacLaren, Charles S., On Active Service.
 McColl, J. A., Campbell Glendinning & Co., C.A., Montreal, Que.
 McDougall, H. J., C.A., Howard J. McDougall & Co., Ltd., St. John's,
 Newfoundland.
 McDougall, W. J., Woods Mfg. Co. Ltd., Montreal, Que.
 McGregor, Roy, 575 Birch Ave., St. Lambert, Montreal 23, Que.
 McIver, F. M., Canadian Car & Foundry Co. Ltd., Montreal, Que.
 McKean, W. P., The Canadian Car & Foundry Co. Ltd., Montreal, Que.
 McLaren, J. A., Defence Industries Ltd., Montreal, Que.
 McLean, F. S., The Miner Rubber Co. Ltd., Granby, Que.
 McLuskie, D. C., 558 Richard Ave., Verdun, Que.
 McMillan, L. N., L.C.M.I., Dom. Oilcloth & Linoleum Co. Ltd., Montreal,
 Que.
 McMillan, Wm. H., Noorduyn Aviation Ltd., Montreal, Que.
 Naylor, F., Canadian Tube & Steel Products Ltd., Montreal, Que.
 Newington, W. G., 4364 Wilson Ave., Montreal, Que.
 Norris, John, L.C.M.I., 1154 St. Mark Street, Apt. 3, Montreal 25, Que.
 Nose, Roy H., 5325 Victoria Ave., Montreal 26, Que.
 Orchin, J., Canadian Tube & Steel Products Ltd., Montreal, Que.
 Ouellette, George, Provincial Bank of Canada, Montreal, Que.
 Ouellette, M. R., 5363 Duquette Ave., Montreal 28, Que.
 Ouellette, R. P., 5363 Duquette St., Montreal, Que.
 Overall, Robert J., 7222 Wisenan Ave., Montreal, Que.
 Paisley, J. E., 4942 Earncliffe Ave., Montreal 29, Que.
 Paquette, Alexander, 116 Oka Road, St. Eustache sur le Lac, Que.
 Parsons, W. T., International Paints (Canada) Ltd., Montreal, Que.
 Paterson, J., Riddell, Stead, Graham & Hutchison, Montreal, Que.
 Patton, D. R., L.C.M.I., C.A., Haskell, Elderkin & Co., Montreal, Que.

Peddie, D. B., L.C.M.I., Shawinigan Engineering Co. Ltd., Montreal, Que.
 Peto, L. A., L.C.M.I., Canadian Car & Foundry Co. Ltd., Montreal, Que.
 Pollock, D. F., Belding Corticelli Limited, Montreal, Que.
 Prevost, P. L., On Active Service.
 Reid, Gordon B., Richard & B. A. Ryan Ltd., Montreal 3, Que.
 Reinhart, O., L.C.M.I., Reinhart, Roston & Co., Montreal, Que.
 Renaud, J. G., 4201 Ontario East, Montreal, Que.
 Rheault, Fernand, 4587 Rivard St., Montreal, Que.
 Rhodes, L., 16 Third Ave., Greenfield Park, Que.
 Ritchie, G. S., On Active Service.
 Robert, Raymond, National Selective Service, Montreal, Que.
 Roberts, F., Wabasso Cottons, Three Rivers, Que.
 Robitaille, E., 266 St. James Street, West, Montreal, Que.
 Robitaille, W. J., Shawinigan Engineering Co. Ltd., Montreal, Que.
 Rochon, Paul, L.C.M.I., Stevenson & Kellogg Ltd., Montreal, Que.
 Rolland, J. P., L.C.M.I., The Rolland Paper Co. Ltd., St. Jerome, Que.
 Rutherford, F. A., C.P.R., Montreal, Que.
 St. Onge, Rodrigue, Banque Can. Nationale, Montreal, Que.
 St. Pierre, Oscar, LaCompagnie J. B. Rolland & Fils, Montreal, Que.
 Sanford, W. D., L.C.M.I., Canadian Marconi Co. Ltd., Montreal, Que.
 Saunders, G. R. On Active Service.
 Savage, Frank P., Shaw Correspondance School, Montreal, Que.
 Shutt, D. G., On Active Service.
 Smibert, A., Creak, Cushing & Hodgson, Montreal, Que.
 Smith, Peter, 515 Bennett St., Montreal, Que.
 Smith, R., Windsor Hotel, Ltd., Montreal, Que.
 Smyth, Tesla Irving, L.C.M.I., Messrs. David & Frere, Montreal, Que.
 Sparling, Wallace K., Miner Rubber Co. Ltd., Granby, Que.
 Spence, C. G., 1087 Richard Ave., Verdun, Que.
 Spencer, Lewis George, 4543 Coolbrook Ave., Montreal 28, Que.
 Stanley, James P., On Active Service.
 Stevenson, R. C., Stevenson, Walker, Knowles & Co., Montreal, Que.
 Stewart, A. I., The National Drug & Chemical Co., Montreal, Que.
 Stirling, R. G., 5804 Trans Island Ave., N.D.G., Montreal, Que.
 Stockdale, I. McG., Hinde & Dauch Paper Co. of Can. Ltd., Montreal, Que.
 Swayne, A. A., The Steel Co. of Canada Ltd., Montreal, Que.
 Taylor, A. F., Stevenson & Kellogg Limited, Montreal, Que.
 Thibault, Pierre, L.C.M.I., The Rolland Paper Co. Ltd., St. Jerome, Que.
 Thompson, James Wilson, 2450 Westhill Ave., Montreal 28, Que.
 Thompson, W. H., 5581 Darlington Ave., Montreal, Que.
 Tisner, Morris Y., 235 Villeneuve St., Montreal, Que.
 Tooth, E. D., Fry-Cadbury Limited, Montreal, Que.
 Tremblay, C., Ayers, Ltd., Lachute Mills, Que.
 Tremblay, G., Gauthier & Tremblay, Chicoutimi, Que.
 Tripp, Wm. H., Room 1615, Sun Life Building, Montreal, Que.
 Turcotte, J. T., Banque Can. Nationale, Montreal, Que.
 Van Wert, Karl, Tilden Drive Yourself Co., Montreal 2, Que.
 Verity, N. S., L.C.M.I., St. Lawrence Flour Mills Co. Ltd., Montreal, Que.
 Wait, A. H., 801 Bank of Toronto Building, Montreal, Que.
 Wait, W., Canadian Credit Men's Trust Assoc. Ltd., St. John, N.B.
 Webster, Lindsay P., Dominion Textile Co. Ltd., Montreal 1, Que.

Westwood, Walter A., On Active Service.
 Whiston, Henry, 5196 Globert Ave., Montreal 29, Que.
 Whittaker, G., 603 University Tower, Montreal, Que.
 Wickes, Stanley B., Northern Electric Co. Ltd., Montreal, Que.
 Williams, Charles T., On Active Service.
 Worrall, H. E., Dunlop Tire & Rubber Goods Co. Ltd., Montreal 3, Que.
 Wright, P. W., L.C.M.I., Shawinigan Water & Power Co., Montreal, Que.
 Young, Henry F., 2180 Souvenir Ave., Apt. 10, Montreal, Que.

QUEBEC

Amyot, Pierre, Dominion Corset Co. Ltd., Quebec, Que.
 Bertrand, Dom., L.C.M.I., Ludger Duchaine Inc., Quebec, Que.
 Bertrand, Roland, Quebec Power Co., Quebec, Que.
 Boutet, Paul L., Oil Controller For Canada, Quebec, Que.
 Boutin, L. E., Department of Finance, Ottawa, Ontario.
 Demers, George, Consulting Engineer, Quebec, Que.
 Dolbec, A. J., L.C.M.I., Provincial Auditor, Quebec, Que.
 Dorval, Paul H., Frs. Jobin Inc., Quebec, Que.
 Duchaine, L. P., Ludger Duchaine Inc., Quebec, Que.
 Fortier, Jacques E., Boulanger, Fortier, Rondeau, C.A., Quebec.
 Gauvin, J. R., Dominion Arsenal, Quebec, Que.
 Godbout, J. A., Quebec Power Co., Quebec, Que.
 Godbout, Maurice, L.C.M.I., Dominion Corset Co. Ltd., Quebec, Que.
 Gosselin, J. S., L.C.M.I., M. Com., Department of Finance, Ottawa, Ontario.
 Guimont, Roger, Frs. Jobin Inc., Quebec, Que.
 Irenee, Brother, University of Laval, Quebec, Que.
 Laliberte, G. S., 373 Raymond Avenue, Everell, Quebec.
 Langlois, R. S., International Business Machines, Quebec, Que.
 Leblond, A. J., University of Laval, Quebec, Que.
 Pinsonnault, H. J., Dominion Corset Co. Ltd., Quebec, Que.
 Plante, G. Arthur, L.C.M.I., Le Soleil Limitee, Quebec, Que.
 Query, Romeo, F.A.E., L.C.M.I., Le Soleil Limitee, Quebec, Que.
 Robitaille, Charles H., L.C.M.I., L'Action Sociale Ltée., Quebec, Que.
 Roland, Brother, University of Laval, Quebec, Que.
 Rondeau, Maurice, L.C.M.I., 12 DuBuisson Avenue, Beauport, Quebec.
 Roussin, Geo. A., L.C.M.I., Chartre, Samson & Co., C.A., Quebec, Que.
 Sims, P. W., Price Bros. & Co. Ltd., Quebec, Que.
 Vezina, J. Albert, Provincial Gov't., Quebec, Que.

Society of Industrial Accountants of Alberta

CALGARY

- Appleton, Stanley, Canadian Utilities Ltd., Calgary, Alberta.
Bartle, A. J., R.I.A., Public Accountant, Calgary, Alberta.
Bennett, Robert L., Riverside Iron Works Ltd., Calgary, Alberta.
Bessell, Leslie W., Calgary School Board, Calgary, Alberta.
Boulay, H. E., 520-15th Avenue West, Calgary, Alberta.
Bowsher, A. F., R.I.A., Pacific Petroleum Ltd., Calgary, Alberta.
Brooker, Douglas S., McColl-Frontenac Oil Co. Ltd., Calgary, Alberta.
Brown, C. R., On Active Service.
Campbell, J. L., On Active Service.
Chalmers, Donald R., Motor Car Supply Co. of Canada Ltd., Calgary, Alberta.
Christie, Norman, McColl Frontenac Oil Co. Ltd., Calgary, Alberta.
Clapham, W. J., R.I.A., Massey-Harris Co. Ltd., Calgary, Alberta.
Clark, F. C. A., 628 Lougheed Bldg., Calgary, Alberta.
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 Odendahl, R., Cockshutt Plow Co. Ltd., Brantford, Ont.
 O'Flanagan, John J., Canadian Sullivan Machinery Co. Ltd., Hamilton, Ont.
 Oswald, David R., Hamilton Bridge Co. Ltd., Hamilton, Ont.
 Oue, Shigeru, On Active Service.
 Page, R. H. C., C.A., R.I.A., Cockshutt Plow Co. Ltd., Brantford, Ont.
 Richards, Harold, Otis-Fensom Elevator Co. Ltd., Hamilton, Ont.
 Richardson, S. G., C.A., S. G. Richardson & Co., Hamilton, Ont.
 Ritcey, F. C., Public Accountant, Hamilton, Ont.
 Robertson, L. W. J., U.K. Inspection Board, Hamilton, Ont.
 Rolland, W., R.I.A., Cockshutt Plow Co. Ltd., Brantford, Ont.
 Rosen, Jerry, Dominion Foundries & Steel Ltd., Hamilton, Ont.
 Simenton, L., Super Oil Seal Mfg. Co., Hamilton, Ont.
 Skwarchuk, George M., Wright, Pounder & Co., Hamilton, Ont.
 Smitton, W. G., R.I.A., Dominion Foundries & Steel Ltd., Hamilton, Ont.
 Sparham, W. C., R.I.A., International Harvester Co., Hamilton, Ont.
 Spence, Roy, Firestone Tire & Rubber Co. Ltd., Hamilton, Ont.
 Stott, S., International Silver Co. Ltd., Hamilton, Ont.
 Strang, T., Canadian Westinghouse Co. Ltd., Hamilton, Ont.
 Thomas, C. R., Hamilton Hydro-Electric System, Hamilton, Ont.
 Thompson, H. W., R.I.A., Gypsum, Lime & Alabastine Co. Ltd., Paris, Ont.
 Turner, C. E., Otis-Fensom Elevator Co. Ltd., Hamilton, Ont.
 Ward, W. R., R.I.A., United Gas and Fuel Co. Ltd., Hamilton, Ont.
 Warrington, A. J., Public Accountant, Hamilton, Ont.
 Watson, R. S., C.A., Peat, Marwick, Mitchell & Co., Hamilton, Ont.
 West, Barbara J., Wright, Pounder and Co., Hamilton, Ont.
 White, Elizabeth C., Atlas Folding Boxes (Hamilton) Ltd., Hamilton, Ont.
 White, E. W., R.I.A., Wright, Pounder and Co., Hamilton, Ont.
 Wigle, G. E., Howell Lithographing Co. Ltd., Hamilton, Ont.
 Wild, A. L., The Steel Co. of Canada Ltd., Hamilton, Ont.
 Wilkins, S. H., Tuckett Tobacco Co. Ltd., Hamilton, Ont.
 Wilson, John M., Canada Iron Foundries Ltd., Hamilton, Ont.
 Wilson, Norman R., B. F. Goodrich Rubber Co. of Can. Ltd., Hamilton, Ont.
 Wodehouse, H. G., The Mountain Sanatorium, Hamilton, Ont.
 Wodehouse, R. E., Dominion Foundries & Steel Ltd., Hamilton, Ont.
 Wright, A., R.I.A., Firestone Tire & Rubber Co. Ltd., Hamilton, Ont.
 Wright, H. P., R.I.A., Wright, Pounder & Co., Hamilton, Ont.
 Wynn, C. H., 233 Houghton Ave. S., Hamilton, Ont.
 Yardley, A. G., The Hoover Co. Ltd., Hamilton, Ont.
 Yoshida, Thomas, 104 West Avenue South, Hamilton, Ont.
 Young, J. H., Kraft Containers Ltd., Hamilton, Ont.

KITCHENER

Babcock, J., R.I.A., Canadian General Rubber Co., Galt, Ont.
 Barfoot, N. R., R.I.A., Galt Metal Industries, Ltd., Galt, Ont.

Bond, D. W., Silverwood Dairies Ltd., Kitchener, Ont.
 Bowman, J. L., Blue Top Brewery Ltd., Kitchener, Ont.
 Bradish, Ross, Eastern Steel Products Ltd., Preston, Ont.
 Bregman, Jacob, Geo. Pattinson & Co. Ltd., Preston, Ont.
 Brydges, W. W., Callander Foundry Co. Ltd., Guelph, Ont.
 Buchanan, V. M., W. E. Woelfle Shoe Co. Ltd., Kitchener, Ont.
 Buckland, J. C., Burroughs Adding Machine Co., Kitchener, Ont.
 Cairns, Hugh, R. McDougall Co. Ltd., Galt, Ont.
 Clemens, E. W., Can. Gen. Rubber Co. Ltd., Galt, Ont.
 Codling, E. C., R.I.A., Beatty Bros., Ltd., Fergus, Ont.
 Coles, Grant M., Sheldon's Ltd., Galt, Ont.
 Crowder, A. M., Beatty Bros. Ltd., Fergus, Ont.
 Dales, R. M., Beatty Bros. Ltd., Fergus, Ont.
 David, Fred P., Dominion Electrohome Industries, Ltd., Kitchener, Ont.
 Doerr, C. M., The C. H. Doerr Co. Ltd., Kitchener, Ont.
 Durst, H., Dominion Electrohome Industries, Ltd., Kitchener, Ont.
 Fitzgerald, J. F., Dom. Electrohome Industries, Ltd., Kitchener, Ont.
 Frank, F. S., Savage Shoe Co. Ltd., Preston, Ont.
 Garibaldi, David P., Dom. Woollens & Worsteds Ltd., Hespeler, Ont.
 Gillespie, E. W., 210 Albert St., Waterloo, Ont.
 Good, G. R., R.I.A., Kaufman Rubber Co. Ltd., Kitchener, Ont.
 Gordon, Ross, The Guelph Spring & Axle Co. Ltd., Guelph, Ont.
 Hagen, N., On Active Service.
 Hall, C. V., G. L. Griffith & Sons, Stratford, Ont.
 Harrison, R., Can. General Rubber Co. Ltd., Galt, Ont.
 Heibei, Howard, The Economical Mutual Fire Ins. Co., Kitchener, Ont.
 Holfeld, Rudolph, Babcock-Wilcox & Goldie-McCulloch, Galt, Ont.
 Hope, L. B., R.I.A., Dom. Electrohome Industries, Ltd., Kitchener, Ont.
 Hughes, William H., Business Systems Ltd., Kitchener, Ont.
 Hunt, A. M., Savage Shoe Co. Ltd., Preston, Ont.
 Israel, Carl, The L. McBrine Ltd., Kitchener, Ont.
 Jamieson, Dawson C., 298 Queen St. S., Kitchener, Ont.
 Jardine, W. I., R.I.A., Clare Bros. Ltd., Preston, Ont.
 Kidner, C. R., C.A., R.I.A., The Savage Shoe Co. Ltd., Preston, Ont.
 Kinzie, E. D., Rumpel Felt Co. Ltd., Kitchener, Ont.
 Kraimer, F., On Active Service.
 Lewin, Raymond A., Sheldon's Ltd., Galt, Ont.
 Mabey, F. A., On Active Service.
 Mahaffey, Herbert G., Moore Business Forms Ltd., Kitchener, Ont.
 Mercer, H. G., Can. Gen. Rubber Co. Ltd., Galt, Ont.
 Merklinger, John A., The L. McBrine Co. Ltd., Kitchener, Ont.
 Meyer, Lloyd C., Waterloo Spring Ltd., Kitchener, Ont.
 Miller, Herbert B., Dominion Rubber Co. Ltd., Elmira, Ont.
 Milner, G. E., Taylor-Forbes Ltd., Guelph, Ont.
 McLeod, F. C., International Malleable Iron Co. Ltd., Guelph, Ont.
 Nethercott, L. D., R.I.A., G. L. Griffith & Sons Ltd., Stratford, Ont.
 Nicholson, S. E., C.A., R.I.A., Sheldon's Limited, Galt, Ont.
 O'Neill, G. C., Geo. Schnarr Button Co. Ltd., Kitchener, Ont.
 Packard, C., Canadian General Rubber Co. Ltd., Galt, Ont.
 Padden, Thomas, Dominion Rubber Co. Ltd., Elmira, Ont.
 Pautler, Alfred, The Canadian Buffalo Sled Co. Ltd., Preston, Ont.

Peters, Thomas F. B., Stauffer-Dobbie Ltd., Galt, Ont.
 Ramsay, J. G., Newlands & Co. Ltd., Galt, Ont.
 Scott, E. R., Babcock-Wilcox & Goldie-McCulloch Ltd., Galt, Ont.
 Seebach, D. C., R.I.A., B. F. Goodrich Rubber Co., Kitchener, Ont.
 Shaker, Frank, Joseph E. Seagram & Sons Ltd., Waterloo, Ont.
 Sheppard, Frank L., Canadian Transformer Co., Waterloo, Ont.
 Sidenius, R., Butler Stamping & Mach. Screw, Preston, Ont.
 Smith, A. H. S., On Active Service.
 Tailby, E., C.P.A., Public Accountant, Kitchener, Ont.
 Temple, W., Silverwood Dairies Ltd., Kitchener, Ont.
 Thompson, J. R., On Active Service.
 Thouless, B. J., Savage Shoe Co. Ltd., Preston, Ont.
 Walker, G. M., R.I.A., Canadian Transformer Co., Waterloo, Ont.
 Weber, L. K., R.I.A., Kaufman Rubber Co. Ltd., Kitchener, Ont.
 Wight, J. A., Zephyr Looms & Textiles Ltd., Guelph, Ont.

LONDON

Ballantyne, A. J., R.I.A., Canadian Synthetic Rubber Ltd., Sarnia, Ont.
 Ballentyne, M., R.I.A., Holeproof Hosiery Co. of Can. Ltd., London, Ont.
 Bennett, L. W., R.I.A., Cost Consultant, London, Ont.
 Bracewell, George, Canadian Synthetic Rubber Ltd., Sarnia, Ont.
 Costain, C. E., R.I.A., Costain Office Machines Co., London, Ont.
 Davis, W. L., C.A., John Labatt Ltd., London, Ont.
 Diwell, R. W., Firestone Cotton Mills Ltd., Woodstock, Ont.
 Douglas, F. A., McCormick's Ltd., London, Ont.
 England, C. J., R.I.A., Silverwoods Ltd., London, Ont.
 Ferguson, S. C., C.A., Chartered Accountant, London, Ont.
 Garrison, C. G., Silverwood Dairies Ltd., London, Ont.
 Green, A. J., 70 Graham St., Woodstock, Ont.
 Green, Harry A., Canadian Synthetic Rubber Ltd., Sarnia, Ont.
 Grimes, E. C., Gypsum, Lime & Alabastine Co. Ltd., Beachville, Ont.
 Haas, Dr. Arthur, Erie Flooring & Wood Products Co. Ltd., West Lorne, Ont.
 Henderson, R. C., R.I.A., Somerville Paper Boxes Ltd., London, Ont.
 Hyatt, H. E., R.I.A., Hyatt Bros. Construction Co., London, Ont.
 Kaye, N. E., Silverwood Dairies Ltd., Sarnia, Ont.
 Keith, R. L. C., Kelvinator Co. of Can. Ltd., London, Ont.
 Kennedy, Bruce E., Canadian Synthetic Rubber Ltd., Sarnia, Ont.
 Long, John W., Empire Brass Mfg. Co. Ltd., London, Ont.
 Lowry, John D., Taylor Electric Mfg. Co., London, Ont.
 Marchell, George W., Geo. White & Sons Co. Ltd., London, Ont.
 Masse, J. J., Craftools, London, Ont.
 Metcalf, J. Willard, Vanstone Motors Ltd., London, Ont.
 Mickle, G. A., Central Aircraft Ltd., London, Ont.
 Morrison, E. D., Gorman, Eckert & Co. Ltd., London, Ont.
 Munro, C. J., W. C. Benson & Co., London, Ont.
 Murray, C. W., On Active Service.
 McBain, M. P., R.I.A., Kellogg's Limited, London, Ont.
 McIlvenna, James C., Empire Brass Mfg. Co. Ltd., London, Ont.
 McIntyre, Maxwell J., Kelvinator Co. of Canada Ltd., London, Ont.
 McKay, Wilfrid J., 104 Gladstone Ave., St. Thomas, Ont.
 McLaughlin, J. J., R.I.A., Maxwell's Ltd., St. Mary's, Ont.

Pollard, Ed., Geo. White and Sons Co. Ltd., London, Ont.
 Prouse, W. E., On Active Service.
 Rollins, John W., St. Clair Processing Corp. Ltd., Sarnia, Ont.
 Rowe, S. T., R.I.A., Wright Lithographing Co. Ltd., London, Ont.
 Scarsbrock, T., Silverwood Dairies Ltd., London, Ont.
 Scott, Ralph B., Empire Brass Mfg. Co. Ltd., London, Ont.
 Sellars, R. L., Central Aircraft Ltd., London, Ont.
 Shortt, William F., Canadian Synthetic Rubber Ltd., Sarnia, Ont.
 Stothers, W. B., Kelvinator Co. of Can. Ltd., London, Ont.
 Quealle, K. G., R.I.A., Jones Box and Label Co. Ltd., London, Ont.
 Stringer, J. W., C.G.A., Department of National Revenue, London, Ont.
 Totten, K. W., Taylor Electric Co. Ltd., London, Ont.
 Ware, Frank, R.I.A., Murray Selby Shoe Co. Ltd., London, Ont.
 Watt, J. A., Coleman Packing Co. Ltd., London, Ont.
 Wilkey, W. J., Kellogg's Ltd., London, Ont.

NIAGARA

Adams, A. K., McKinnon Industries Ltd., St. Catharines, Ont.
 Armstrong, W. T., Hayes Steel Products Ltd., Merritton, Ont.
 Blake, Thomas, Silverwood Dairies Ltd., St. Catharines, Ont.
 Boyce, Allan, Garden City Paper Mills Ltd., St. Catharines, Ont.
 Bradley, L. T., Beaver Wood Fibre Co. Ltd., Thorold, Ont.
 Brookson, R. A., Thompson Products Ltd., St. Catharines, Ont.
 Brophy, J. F., Dominion Chain Co. Ltd., Niagara Falls, Ont.
 Carruthers, W. R., On Active Service.
 Cheshier, A., Thompson Products Ltd., St. Catharines, Ont.
 Clark, Charles R., Dominion Chain Co. Ltd., Niagara Falls, Ont.
 Cockburn, Joseph, Foster Wheeler Ltd., St. Catharines, Ont.
 Dolan, P. J. F., Alliance Paper Mills Ltd., Merritton, Ont.
 Douglas, F. C., R.I.A., English Electric Co. Ltd., St. Catharines, Ont.
 Elliott, G. A., Foster Wheeler Co. Ltd., St. Catharines, Ont.
 Fox, H., On Active Service.
 Gilchrist, G. W., On Active Service.
 Gisell, H. W., Electro Metallurgical Co. of Can. Ltd., Welland, Ont.
 Gomm, Norman C., Dominion Chain Co. Ltd., Niagara Falls, Ont.
 Hall, J. S., R.I.A., Empire Cotton Mills Ltd., Welland, Ont.
 Haultain, F. A. N., Interlake Tissue Mills, Merritton, Ont.
 Henderson, H. J., Dominion Chain Co. Ltd., Niagara Falls, Ont.
 Hesler, F. H., R.I.A., Plymouth Cordage Ltd., Welland, Ont.
 Howard, C. R., Int. Nickel Co. of Canada, Port Colborne, Ont.
 Hunter, A. L., Thompson Products Ltd., St. Catharines, Ont.
 Johnston, E. C., Anthes Foundry Ltd., & Imperial Iron Corp. Ltd., St. Catharines, Ont.
 Jones, Donald B., Canadian Carborundum Co. Ltd., Niagara Falls, Ont.
 Jones, J. E., Plymouth Cordage Ltd., Welland, Ont.
 Kalls, E. R., McKinnon Columbus Chain Co., St. Catharines, Ont.
 Keehl, H. F., R.I.A., Lightning Fasteners Ltd., St. Catharines, Ont.
 Kilty, C. G., C.A., R.I.A., Commonwealth Electric Corp. Ltd., Welland, Ont.
 Little, C. I., R.I.A., Burgess Battery Co. Ltd., Niagara Falls, Ont.
 Lloyd, W. G., Welland Vale Mfg. Co., St. Catharines, Ont.
 Marshall, A. P., Jr., R.I.A., On Active Service.

MacMicking, J., Thompson Products Ltd., St. Catharines, Ont.
 McClure, J., Atlas Steels Ltd., Welland, Ont.
 McKinnon, J. B., Bright's Wines, Niagara Falls, Ont.
 McLaren, J., R.I.A., Foster Wheeler Co. Ltd., St. Catharines, Ont.
 Neal, L., Provincial Engineering Ltd., Niagara Falls, Ont.
 Oates, Geo., Ontario Construction Co. Ltd., St. Catharines, Ont.
 Plummer, W., On Active Service.
 Poynton, F. E., R.I.A., Lightning Fasteners Ltd., St. Catharines, Ont.
 Scobie, W. D., Silverwood Dairies Ltd., St. Catharines, Ont.
 Shea, James W., Imperial Iron Corp. Ltd., St. Catharines, Ont.
 Stevens, A. B., R.I.A., Engineering Tool & Forgings Ltd., St. Catharines, Ont.
 Stout, F. L., Thompson Products Ltd., St. Catharines, Ont.
 Thorpe, J. E., R.I.A., Electro Metallurgical Co, Welland, Ont.
 Webber, D. W., R.I.A., Fleet Aircraft Ltd., Fort Erie, Ont.
 White, H. R., On Active Service.
 White, M. J., On Active Service.

OTTAWA

Acton, A. L., Beach Foundry Ltd., Ottawa, Ont.
 Anderson, J., Caldwell Linen Mills Ltd., Iroquois, Ont.
 Baby, C. L., Ottawa Car and Aircraft Ltd., Ottawa, Ont.
 Benson, J. S., R.I.A., Andrew Jergens Co. Ltd., Perth, Ont.
 Brown, A. E., Ottawa Car and Aircraft Ltd., Ottawa, Ont.
 Burdett, R. A., R.I.A., Treasury-Cost Section, Ottawa, Ont.
 Cameron, R. J., Dominion Government, Ottawa, Ont.
 Cape, G. H., Frost & Wood Co. Ltd., Smith's Falls, Ont.
 Cheeseman, S. B., Treasury-Cost Section, Ottawa, Ont.
 Chevrier, Andre, Ottawa Car and Aircraft Ltd., Ottawa, Ont.
 Daugherty, J. B., R.I.A., The James McLaren Co. Ltd., Buckingham, Que.
 Drage, F. H., Ottawa Journal Publishing Co., Ottawa, Ont.
 Fettes, W. D., R.I.A., Renfrew Electric & Refrigerator Co. Ltd., Renfrew, Ont.
 Fraser, D. C., Henry K. Wampole & Co. Ltd., Perth, Ont.
 Hart, P. T., Ontario Hughes Owen Co., Ltd., Ottawa, Ont.
 Hartin, R., C.A., c/o Geo. A. Welch and Co., Ottawa, Ont.
 Horrobin, W., Tayside Textiles Ltd., Perth, Ont.
 Hutton, D. R., 1114 Wellington St., Ottawa, Ont.
 Hyndman, A. G., E. B. Eddy Co. Ltd., Hull, Quebec.
 Jacques, R., Crain Printers Ltd., Ottawa, Ont.
 Johnson, G. H., R.I.A., Denison and Armstrong, Ottawa, Ont.
 Kindree, C. W., On Active Service.
 Lacourciere, N. R., C.A., R.I.A., 18 Rideau St., Ottawa, Ont.
 Mack, A., 61 Lees Ave., Ottawa, Ont.
 Malloch, G. S., The Steel Equipment Co. Ltd., Ottawa, Ont.
 Masciuch, W. J., Treasury-Cost Section, Ottawa, Ont.
 Mildenhall, E. W., On Active Service.
 Mitchell, R. W., Continental Paper Products Ltd., Ottawa, Ont.
 McAllister, Wm. D., 59 Bayswater Ave., Ottawa, Ont.
 Olson, Glenn S., Treasury-Cost Section, Ottawa, Ont.
 O'Neill, Earl, Capital Carbon & Ribbon Co. Ltd., Ottawa, Ont.
 Pettit, B., On Active Service.

Pettitt, S. H., R.I.A., Treasury-Cost Section, Ottawa, Ont.
 Rivers, Albert, Hull Iron & Steel Foundries Ltd., Hull, Que.
 Scarth, G. W., R.I.A., Cortaulds' Ltd., Cornwall, Ont.
 Simpson, Henry G., On Active Service.
 Smyth, T. W., Code Felt and Knitting Co. Ltd., Perth, Ont.
 Stark, R. W., Renfrew Electric & Refrigerator Co., Renfrew, Ont.
 Tobin, L. L., International Business Machines Co., Ltd., Ottawa, Ont.
 Tyner, J. H., R.I.A., Dept. of National Defense, Ottawa, Ont.
 Weir, R. L., On Active Service.
 Whyte, Geo. S., J. R. Booth Ltd., Ottawa, Ont.
 Wood, F. E., R.I.A., Cost Inspection and Audit Division, Ottawa, Ont.
 Wrigglesworth, N., R.I.A., A.C.I.S., Department of National Revenue,
 Ottawa, Ont.

TORONTO

Allingham, S., De Havilland Aircraft Corp., Postal Station "L", Toronto, Ont.
 Altman, M., Benjamin Paper Co. Ltd., Toronto, Ont.
 Andrews, D. M., F.C.I.S., Dominion Mfrs. Co. Ltd., Toronto, Ont.
 Appleton, G., R.I.A., Toronto Hydro Electric System, Toronto, Ont.
 Arnold, J. W., The Canada Metal Co. Ltd., Toronto, Ont.
 Ashmore, M. L., C.A., De Havilland Aircraft Corp. Ltd., Toronto, Ont.
 Ausman, R. S. M., R.I.A., Gurney Foundry Co. Ltd., Toronto, Ont.
 Babbitt, Morris, Canadian National Telegraphs, Toronto, Ontario.
 Babcock, A. W., R.I.A., Rogers Majestic Ltd., Toronto, Ontario.
 Ballantyne, T. G., Rutherford Williamson & Co., Toronto, Ont.
 Beatty, W. J., R.I.A., Beardmore Leathers Ltd., Toronto, Ont.
 Beckerman, I., On Active Service.
 Bennett, E. J., F.C.A., Geo. A. Touche & Co., Toronto, Ont.
 Black, Allan H., 428 Jarvis Street, Toronto, Ont.
 Blackburn, Kenneth, Gray Forgings & Stampings Ltd., Toronto, Ont.
 Blanchard, A. J., R.I.A., Stevenson & Kellogg, Toronto, Ontario.
 Bochner, M. F., 4 Avenue Road, Toronto, Ontario.
 Boland, John F., 215 Carlton Street, Toronto, Ontario.
 Bonham, J. T., Goodyear Tire & Rubber Co. Ltd., Toronto, Ont.
 Bonham, L. B., Goodyear Tire & Rubber Co. Ltd., Mimico, Ont.
 Bowman, V. F., 33 Bermuda Avenue, Toronto 9, Ont.
 Boyles, T. A., Bank of Nova Scotia, Toronto 2, Ont.
 Boyter, J. B., C.A., Oscar Hudson & Co., Toronto, Ont.
 Bradshaw, N., Treasury-Cost Section, Toronto, Ont.
 Brickenden, W. T., Thorne, Mulholland, Howson & McPherson, Toronto,
 Ont.
 Brittain, J. L., On Active Service.
 Brooks, L. J., R.I.A., Brooks, Tyas & Co., Toronto, Ont.
 Brooks, N., Canadian Kodak Co. Ltd., Toronto, Ont.
 Brownell, D. C., Exide Batteries Ltd., Toronto, Ont.
 Buchan, James B., Public Accountant, Toronto, Ont.
 Buffett, Wm. T., Sangamo Co. Ltd., Leaside, Ont.
 Bunt, H. E., R.I.A., Lever Bros. Ltd., Toronto, Ont.
 Burgess, E. C., Ditto Co. of Canada Ltd., Toronto, Ont.
 Burwash, E., Sangamo Co. Ltd., Leaside, Ont.
 Calder, I. G., Sutton, Howsley Ltd., Toronto, Ont.

Cameron, Ian, Treasury, Cost Section, Toronto, Ont.
 Campbell, Gordon F., Exide Batteries of Canada, Ltd., Toronto, Ont.
 Cannon, H. E., Tip Top Tailors, Toronto, Ont.
 Carbrey, W. N., Stromberg-Carlson Company Limited, Toronto, Ont.
 Carroll, B. E., 408 Mortimer Avenue, Toronto 6, Ont.
 Carroll, V. N., R.I.A., Charters Publishing Co. Ltd., Brampton, Ont.
 Carter, Harold C., Dominion Government, Toronto, Ont.
 Carter, H. C., Imperial Varnish & Colour Co. Ltd., Toronto, Ont.
 Chambers, Edward S., Trane Co. of Canada, Ltd., Toronto, Ont.
 Clarke, J., C.A., R.I.A., Clarke, Houston & Co., Toronto, Ont.
 Clayton, H. E., C.A., R.I.A., Tip Top Tailors Ltd., Toronto, Ont.
 Cornfoot, K. B., R.I.A., Treasury-Cost Section, Toronto, Ont.
 Corner, M. V., Southam Press, Toronto, Ltd., Toronto, Ont.
 Coutts, M. C., R.I.A., Sangamo Co. Ltd., Leaside, Ont.
 Cowan, Harold E., International Resistance Co. Ltd., Toronto, Ont.
 Cowan, Norman, Dulev Plastics Ltd., Toronto, Ont.
 Crocker, J. D., Canadian Sales Cheque Book Ltd., Toronto 2, Ont.
 Crombie, D., Steel Co. of Canada Ltd., Toronto, Ont.
 Cunningham, C. F., On Active Service.
 Curran, E. M., C.A., R.I.A., General Engineering Co. Ltd., Toronto 9, Ont.
 Davidson, M. B., C.A., R.I.A., Chartered Accountant, Toronto, Ont.
 Davidson, Thomas S., General Motors of Canada, Oshawa, Ont.
 Davis, Verne C., 15 Ellis Gardens, Toronto C, Ont.
 Deacon, R. D., 23 McNairn Avenue, Toronto, Ont.
 Deeks, Albert C., John Inglis Co. Ltd., Toronto, Ont.
 Dickinson, Bert, E. S. & A. Robinson (Canada) Ltd., Leaside, Ont.
 Dingle, G. R. M., R.I.A., DeHavilland Aircraft Corp. Ltd., Toronto, Ont.
 Dixon, J. B., 3 Claxton Blvd., Toronto, Ont.
 Downer, V. K., R.I.A., J. T. Hepburn Ltd., Toronto, Ont.
 Driver, H. W., Fred Page Higgins & Co., Toronto, Ont.
 Duncan, N. H., On Active Service.
 Durnan, E. H., Treasury, Cost Accounting Division, Toronto, Ont.
 Dutton, C. J., The Luckett Loose Leaf Co. Ltd., Toronto, Ont.
 Duxbury, Sydney W., The Gurney Foundry Co. Ltd., Toronto, Ont.
 Earle, W. F., Viceroy Mfg. Co. Ltd., Toronto, Ont.
 Edwards, Arnold, Canadian Aircraft Instruments, Leaside, Ont.
 Edwards, H. W., On Active Service.
 Edwards, Wm. T., Canadian Line Materials Ltd., Scarboro Junction, Ont.
 Ellis, Eric J., International Business Machines Co. Ltd., Toronto 9, Ont.
 Evans, W. J., R.I.A., G. H. Wood & Co. Ltd., Toronto, Ont.
 Ewles, D. W., R.I.A., Copeland-Chatterson Ltd., Brampton, Ont.
 Farr, G. V., Viceroy Manufacturing Co. Ltd., Toronto, Ont.
 Farrer, John, Jr., R.I.A., On Active Service.
 Faux, C., Staunton's Ltd., Leaside, Ont.
 Ferguson, J. T., R.I.A., Canadian Kodak Co. Ltd., Mt. Dennis, Ont.
 Ferguson, W. S., C.A., Shaw Schools Ltd., Toronto, Ont.
 Findlay, Gordon M., 733 Coxwell Avenue, Toronto, Ont.
 Fisher, R. P., W. D. Beath & Son Ltd., Toronto, Ont.
 Flynn, Wilfred B., Clarkson, Gordon, Dilworth & Nash, Toronto, Ont.
 Garratt, D. G., 42 Humbercrest Blvd., Toronto 9, Ont.
 Gates, D. H., On Active Service.

Gee, Harry L., Hinde & Dauch Paper Co. of Canada, Ltd., Toronto, Ont.
 George, R. N., Toronto Transportation Commission, Toronto, Ont.
 Gibson, H., On Active Service.
 Glad, J. G., R.I.A., c/o C. B. Taylor, Royal Bank Bldg., Toronto, Ont.
 Glaser, A. E., R.I.A., Crown Cork & Seal Co. Ltd., Toronto, Ont.
 Glenn, Jas., R.I.A., Line & Cable Accessories Ltd., Toronto, Ont.
 Goldhar, M., A. N. Miller, C.A., Toronto, Ont.
 Gosset, E. Lee, On Active Service.
 Graham, S. W., R.I.A., Treasury-Cost Section, Toronto, Ont.
 Gray, W. J., City of Toronto Dept. of Works, Toronto, Ont.
 Green, H. E., R.I.A., 8 Mendel Avenue, Toronto, Ontario.
 Griner, J. R., On Active Service.
 Hall, T. W., Scovill Manufacturing Co. Ltd., Toronto 3, Ont.
 Hamlin, E. L. B., R.I.A., The T. Eaton Co. Ltd., Toronto, Ont.
 Harding, G. V., On Active Service.
 Harris, J. S., R.I.A., Arrow, Hart & Hegeman Ltd., Toronto, Ont.
 Harvie, D. B., On Active Service.
 Hattin, A., C.P.A., R.I.A., Hattin & Hattin, Toronto, Ont.
 Hattin, B., C.P.A., Hattin & Hattin, Toronto, Ontario.
 Hawkins, Frederick G., Industrial Associates (Canada) Ltd., Toronto, Ont.
 Hawkins, V. R., R.I.A., Treasury-Cost Section, Toronto, Ont.
 Hay, H. C., Hamilton Gear & Machine Co. Ltd., Toronto, Ont.
 Hembruff, N., On Active Service.
 Henwood, William J., Price, Waterhouse & Co., Toronto, Ont.
 Hetherington, H. M., R.I.A., Viceroy Mfg. Co. Ltd., Toronto, Ont.
 Hill, H. W., Can. Wm. A. Rogers Co. Ltd., Toronto, Ont.
 Hodges, Arthur L., Rogers Majestic Ltd., Toronto, Ont.
 Hoenich, John, Canadian Wooden Aircraft Ltd., Toronto, Ont.
 Houghton, R. F., Maple Leaf Milling Co. Ltd., Toronto, Ont.
 Hourigan, J. A., Research Enterprises Ltd., Toronto, Ont.
 Houston, John R., The General Engineering Co. (Canada) Ltd., Scarboro, Ont.
 Huck, W. H., C.A., Treasury-Cost Section, Toronto, Ont.
 Hume, K. C., Can. General Electric Co. Ltd., Toronto, Ont.
 Hurlburt, G. C., On Active Service.
 Hurst, John, On Active Service.
 Irwin, J. H., Dominion Wheel & Foundries Ltd., Toronto, Ont.
 Irwin, W. A., John T. Hepburn Ltd., Toronto, Ont.
 Island, A. W., R.I.A., Canadian Acme Screw & Gear Co. Ltd., Toronto, Ont.
 Jackman, D. T., DeHavilland Aircraft Corp., Toronto, Ont.
 Jacobson, J. V., Trane Co. of Canada, Ltd., Toronto, Ont.
 Jamieson, T. A., Massey-Harris Co. Ltd., Toronto, Ont.
 Janzen, Fred E., Canadian Elevator Equipment Ltd., Toronto, Ont.
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